European Commission

APPEL & PDF Single Form

User Manual

August 2014

Humanitarian Aid and Civil Protection

Table of Contents

Welcome 1
About 2
About APPEL 2
This eDocumentation 3
eDocumentation different approaches 3
eDocumentation search functions 4
eDocumentation icons 5
General 6
Workflow overview 6
Humanitarian action workflow overview 6
Search 7
Search in general 7
Search criteria 8
Drop down lists 8
Input Fields 10
Radio buttons 11
Functions search tab 12
Calendar tool 13
Search filters 14
Result lists 15
Result lists 15
eRequest result list 16
Grant Agreements result list 17
List of eDocuments per Operations 18
eDocument status 19
Status of the operation 20
Export to MS Excel 21
Access rights 22
Register in ECAS 22
Introduction 22
The registration process in ECAS 23
Register in ECAS 24
Change the login domain for ECAS 25
Complete the ECAS registration process 26
Initialise your ECAS password 27
Register in APPEL 28
Request for APPEL login activation 28
Register for FPA 29
Registration form (Step 1) 29
Registration form (step 2) 30
Refused questionnaire 31
APPEL 32
eDocument 32
Browser functions 32
Print or export an eDocument 33
Annexing files 34
File types 35
Track changes 36
eSingleForm 2008 37
Introduction eSingleForm 37
Paper version versus eDocuments 38
Guidelines 39
Screen structure 40
eDocument 40

Heading 41
Navigation tab 42
Content tab 43
Chapter status icons 44
eDocument Functions 45
Content functions 47
Reference number 48
eRequest 49
Introduction eRequest 49
Functions 50
Chapters 53
eModification Request 64
Introduction eModification Request 64
Functions 65
Chapters 68
eIntermediate Report 72
Introduction eIntermediate Report 72
Functions 73
Chapters 75
eFinal Report 76
Introduction eFinal Report 76
Functions 77
Chapters 79
Useful links 82
Useful links 82
FAQ 83
Frequently Asked Questions APPEL 83
PDF eSingleForm 2008 87
Introduction 87
Guidelines 88
Limitations and improvements 88
Fields 89
Save and validate 91
Screen structure 92
PDF eSingleForm 92
Adobe PDF Reader functions 94
Navigate through the eSingleForm 94
Highlight mandatory fields 95
Change auto correction language 96
Change colours 98
Annex documents 100
eSF Functions 101
Download the PDF 101
Import an xml file 102
Complete a Humanitarian Action 103
Complete the logical framework 104
Add notes 105
Highlight changes 106
Export XML file 107
Upload an offline completed Humanitarian Action 108
PDF eSingleForm 2014 109
Introduction 109
Guidelines 110
Limitations and improvements 110
Fields 111
Save and validate 113
Screen structure 114

PDF eSingleForm 114
Adobe PDF Reader functions 115
Navigate through the eSingleForm 115
Change auto correction language 116
Change colours 118
APPEL: creation of the eDocument 120
Create a draft - eRQ 120
Create a draft - eMR, eIR or eFR 121
Create a new version of the eDocument 122
Search for a draft eDocument 123
Export the XML file from APPEL 124
Download the PDF 125
PDF eSF: completing the eDocument 126
Import an XML file 126
Complete an eDocument 127
Complete the logical framework 128
Add notes and annexes 129
Export an xml file from the PDF 130
APPEL: submitting the eDocument 131
Upload an eDocument created offline 131
Pre-financing request 132
Request for additional pre-financing payment 132
Reply to RCI 133
Introduction reply to request for complementary information 133
Upload new request for payment 134
Change eFinal Report content 135
Upload financial or narrative annexes 136

Welcome

APPEL is a tool for a two-way electronic exchange of information between DG ECHO and its Partners.

APPEL gives the opportunity to organisations that are not yet recognised as DG ECHO Partners, to become known to DG ECHO by applying for the Framework Partnership Agreement (FPA) in order to become a partner of DG ECHO.

To connect to APPEL, the candidate Partner first has to create an ECAS (European Commission Authentication System) account by registering in ECAS starting from the APPEL authentication screen. An ECAS account consists of a single personal identifier (user id or email address, password) making it possible to establish a protected connection with a wide range of Commission information systems using this same mode of authentication instead of having to create a specific identifier for each application.

To consult or modify the APPEL data, the user should activate his account and his user rights starting from the APPEL home screen.

APPEL is used by existing ECHO partners to update their administrative data and manage their humanitarian projects.

To manage humanitarian projects, the application is composed of:

- eRequest: used to create or consult a request.
- Agreement: used to consult Grant Agreements, to create or consult eModification requests, eInterim and eFinal reports.
- Downloads: used to download the latest information from DG ECHO.

This eDocumentation groups the how to's of the APPEL application of DG ECHO. To learn how to work with the APPEL application you can read the step by step explanation in this eDocumentation on how to perform any functionality of the online application.

This eDocumentation is also available online at https://webgate.ec.europa.eu/appel/

About

About APPEL

APPEL gives the opportunity to organisations that are not already recognised as ECHO partners, to become known to ECHO by applying for the Framework Partnership Agreement (FPA) in order to become an ECHO partner.

Organisations which are already ECHO partners can access their organisation data if the account and the user rights are validated by a contact person of the organisation. The organisations have to request the activation of the users account before doing any update.

As soon as the user account is activated, APPEL can be used by existing ECHO partners to update their administrative data. It allows partners to update operational and financial information which can then be used by ECHO for the periodic assessment of partners foreseen under the FPA.

APPEL Modules

E-request

Here you can:

- Search for eRequests of your organization.
- Modify eRequests of your organization.

Agreement

Here you can:

- Search for Grant Agreements of your organization.
- Modify Grant Agreements of your organization.

Downloads

Here you can:

- Download the latest information from DG ECHO.

This eDocumentation

eDocumentation different approaches

The different approaches of this eDocumentation are:

- **Written eDocumentation**: The written eDocumentation represents the largest part of this entire eDocumentation. You can find your way through all these texts by using one or more search functions of this eDocumentation.
- **Screen information**: The screen information, also known as online help, provides more specific information about a screen. The information is application based. When moving the mouse over certain titles within the application, the screen information is shown in an extra window.

The eDocumentation is available through the internet. Click on the question mark at the top right of the APPEL menu bar.

Remarks

- **This eDocumentation aims to get you accustomed with an application; it does not aim to give detailed information on how to manage a Humanitarian Aid project.**

eDocumentation search functions

There are several possible ways to search for your information in this eDocumentation. The different search functionalities are available in the top menu of this eDocumentation.

Search functionalities

1. **Contents**: Click on a book icon, representing a topic. Different titles are shown as links. Click on the preferred title.
2. **Search**: Introduce one or more search criteria in the search field and press enter. A result list is shown with all the pages containing your search criteria. Click on any page.
3. **Index**: An alphabetical list is shown. As soon as you introduce e.g. 'reference' in the search field, the cursor goes to the first keyword that begins with 'reference'.

eDocumentation icons

The eDocumentation makes use of different icons; these indicate different content or attention points.

Action paths, ways to navigate

The 'action path' icon illustrates the different paths for going to a specific screen in the application. Next to the icon, you have a start point and a function, for example: Menu > eRequest. 'Menu' is the start point, 'eRequest' is the function. Below the icon, the result of the action is shown, for example 'The search results list is shown'.

Step by step information

The 'step by step icon' is followed by an action. A list of steps is shown below. The steps are shown in the correct order and explain the action in details.

Profiles

The 'Profiles' icon explains which profile you need to undertake a certain action.

Tips

- The 'Tips' icon provides extra tips.

Remarks

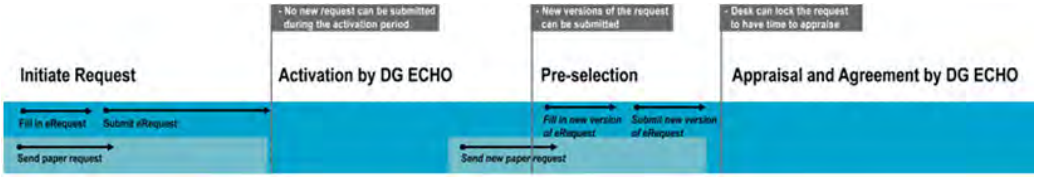
- **The 'Remarks' icon indicates a matter of importance. The important remark is always written in red.**

General

Workflow overview

Humanitarian action workflow overview

The following picture illustrates the workflow for preparing a humanitarian action in APPEL.


- No new request can be submitted during the activation period
- New versions of the request can be submitted
- Desk can lock the request to have time to appraise
Initiate Request
Activation by DG ECHO
Pre-selection
Appraisal and Agreement by DG ECHO
Fill in eRequest
Submit eRequest
Send paper request
Fill in new version of eRequest
Submit new version of eRequest
Send new paper request

Search

Search in general

The APPEL application makes use of a lot of standard actions and functions. The different search possibilities are the same for the eRequests and Agreements.

The search screens are built from different elements to help you and to allow refining your search.

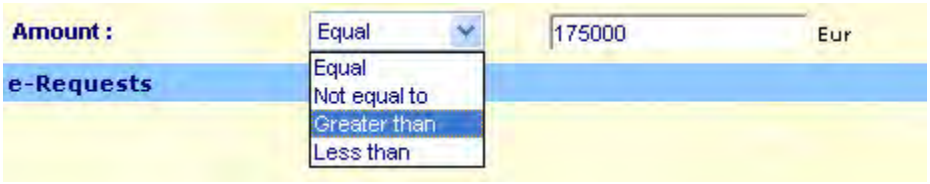
The search screens are built to optimise and facilitate the search operation:

- First select a search condition.
- Then introduce the value related to that condition.

This allows for a minimal of information encoding.

In a lot of cases the combination of 2 or more elements are required.

The following picture illustrates an example: to search on 'Amount' you use a drop down list to select a condition and then you introduce a value related to that condition.



The different elements to search with are:

- Drop down lists.
- Input Fields.
- Radio buttons.
- Functional buttons.
- Calendar tool.
- Filters.

To start the search you click on **'Search'**.

Tips

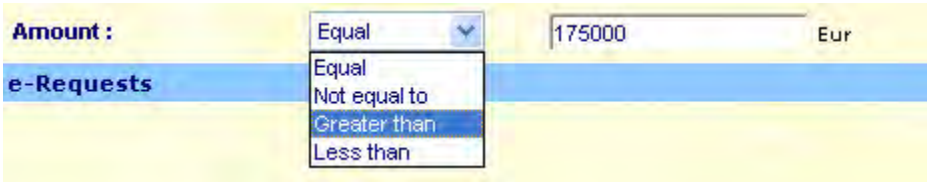
- The search fields are not case sensitive; you can introduce lower or uppercase characters.
- The 'undo typing' button returns to the last executed and saved search action; it does not clear all the fields.

Search criteria

Drop down lists

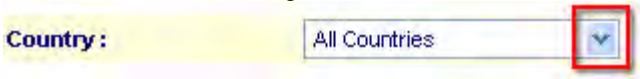
Drop down lists are used to define criteria and can have different functions:

- Select an item from a pre-defined list.
  e.g. Select a country.
- Select a condition to refine other criteria.
  e.g. To search for an amount, use the drop down list, select an option and introduce a value for this option.

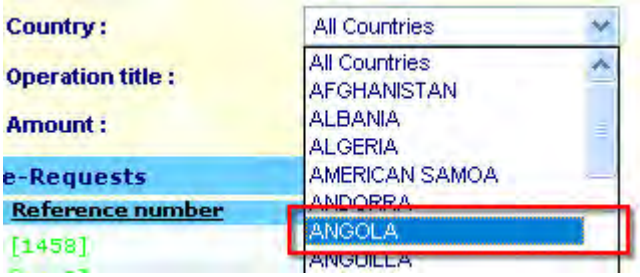


Select an item from a list

1. Click on the arrow at the right of the list.



2. The list opens. Click on the item of your choice to select it.



Conditions used in search elements

The different conditions used to refine a search criterion with strings. A string can be a combination of characters, numbers and special characters:

- **Contains**
  The string introduced can be anywhere in the search criterion.

- **Begin with**
  The string introduced is the exact beginning of that search criterion.

- **Is**
  The string introduced is the exact value of that search criterion.

The different conditions used to refine an input field with numbers, like for instance “Amount”:

- **Equal**
  The number introduced is the exact value of the amount.

- **Not equal to**
  This returns all the projects except the projects with the amount introduced.

- **Greater than**
  This returns all the projects with a value higher than the number introduced.

- **Less than**
  This returns all the projects with a value lower than the number introduced.

Input Fields

An input field can contain a lot of different information; text, numbers, values… to help you refine your search. The input fields are used in combination with another element such as a drop down list.

The following picture illustrates an input field in combination with a drop down list:

Remarks

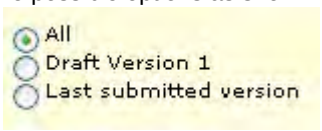
- **Do not use full stops or commas in the input fields, not even when searching for an amount. E.g. 5.000,00 euros should be introduced as 5000 without the full stop or the comma.**
- **The search results are not correct or the application returns an error if you do use a full stop or a comma.**

Radio buttons

Radio buttons help you to refine your search and helps you to find only the projects you wish to see. Clicking in the circle in front of a criterion brings down the search results to the selected criteria. You can only select one item of the provided options.

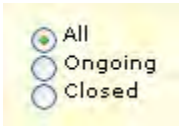
Options used in Search elements

The possible options as shown in the illustration to search **for e-Requests** are:



- **All**
  This option is the default option and shows all the e-Requests.
- **Draft Version 1**
  This option shows the e-Requests that are still in draft version and are not yet submitted to DG ECHO.
- **Last submitted version**
  This option only shows the last submitted version of the e-Requests.

The possible options as shown in the illustration to search **for Agreements** are:



- **All**
  This option is standard and shows all the Grant Agreements.
- **Ongoing**
  This option shows the Grant Agreements that are still in action.
- **Closed**
  This option only shows the finished Grant Agreements, due to a refusal of a proposal or ending an operation.

Functions search tab

The standard available functions:

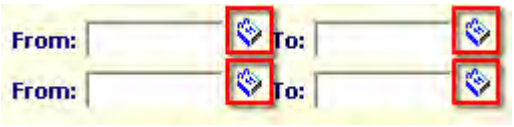
1. **Undo typing**
   Dismisses the last introduced criterion and returns to previous state of the search tab.
2. **Clear**
   Dismisses all the introduced criteria and returns to the begin state of the search tab**.**
3. **Search**
   Initiate the search, based on the introduced criteria
4. **Greyed out buttons**
   The function cannot be used at that moment.

Calendar tool

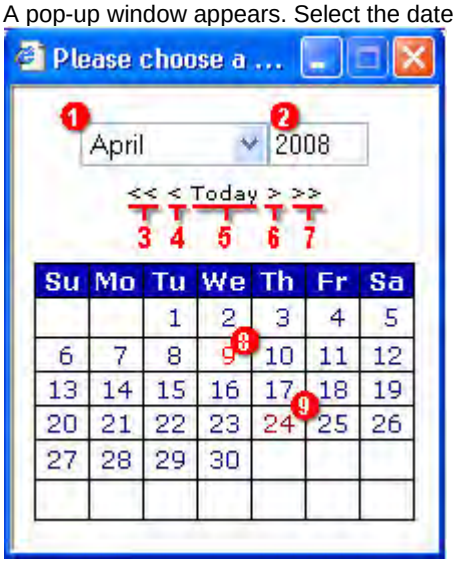
The calendar tool is a pop-up window that is activated if you click on the calendar icon on the right of a date input field. It helps you to quickly select a date.

Select a date

- Click on the calendar icon



- A pop-up window appears. Select the date you wish.



- The different functions of the calendar tool are:
  1. Month.
  2. Year.
  3. Go back 1 year.
  4. Go back 1 month.
  5. Go to today
  6. Go forward 1 month.
  7. Go forward 1 year.
  8. The number of this day is highlighted in red.
  9. The day you wish to select is highlighted in dark red.

Remarks

- **After selecting a date, the calendar tool is sometimes hidden.**
  If you click on the calendar tool again and it does not automatically show, you go to the Windows taskbar and select the tab 'Please choose…' to view the calendar tool.

Search filters

To facilitate recurring search processes, you can save your search criteria by creating a filter.

Create a search filter for eDocuments

1. Introduce your search criteria.
2. Introduce a name in the field next to **'Filter name'**.
3. Click on **'Search'**.

The next time you want to search with the same criteria, you use the previously created search filter.

Result lists

Result lists

To access a project or create requests and reports, APPEL uses the search functions to let you navigate to an eRequest or Grant Agreement.

The result lists are always displayed under the search screen;

- eRequest result list indicates the specific eSingleform.
- Grant Agreement result list combines the different eSingleforms and Reports by Agreement number.

Standard result lists

- Click on the '**title of the column'** in the results list to order the list according to the corresponding criteria. Click once and the list is ordered ascending, click twice and the list is ordered descending.
- Move the mouse over a line and click on it to view more detailed information.
- Export the results list to MS Excel.
- **Contracts** are shown in **black** or in **red**.
  - The black contracts are the amendments.
  - The red contracts are previous versions of the initial contract.

Remarks

- **You can introduce one or more search criteria. It is not mandatory to complete the entire form to start a search. The results list depends on the criteria introduced in the form.**

eRequest result list

The following picture illustrates the result list by eRequests:

Amount :
Equal
Eur
-- Select filter --
Filter name
Undo typing
Clear
Search
e-Requests
Found: 12
New e-Request
Track changes
Reference number
Country
Operation title
Amount
Vn
Status
Creation
Submission
Origin
Diff. ?
2008/00022/RQ/01/01 RUSSIA ACC200809 A/2 - OL: Improvement of Socio-economica>> 360.000,00 1 Active 19/02/2009 28/10/2008 APPEL
2008/00023/RQ/01/01 SRI LANKA ACC200809 A/3 - OL: Protecting IDPs from the War's>> 800.000,00 1 Active 19/02/2009 28/10/2008 APPEL
2008/00024/RQ/01/01 SOMALIA ACC200809 A/1 - NR: Nutrition & Health programmes >> 1.476.000,00 1 Favourable 19/02/2009 29/10/2008 APPEL
2008/00026/RQ/01/01 RUSSIA ACC200809 A/2 - FR: Integrated, Area-based Return >> 1.099.580,00 1 Favourable 19/02/2009 29/10/2008 APPEL
2008/00041/RQ/01/01 SOMALIA ACC200809 B/2 - IR: Nutrition & Health programmes >> 1.476.000,00 1 Favourable 19/02/2009 03/11/2008 APPEL
2008/00042/RQ/01/01 RUSSIA ACC200809 B/2 - FR: Integrated, Area-based Return >> 1.099.580,00 1 Favourable 19/02/2009 03/11/2008 APPEL
2008/00043/RQ/01/01 SRI LANKA ACC200809 A/3 - NR: Protecting IDPs from the 800.000,00 1 Favourable 19/02/2009 03/11/2008 APPEL
1
2
2
3
4
5

The different functions of the eRequest result list are:

1. The search button.
2. The action buttons are at the top of the list.
3. Click on the column title to order the result list.
4. The yellow line shows the selected item in the list. Click on the yellow row to open the selected item.
5. The track changes button compares two items of the list; therefore two items must be selected.

Tips

- The green rows indicate a draft version of an item.
- The grey rows indicate passive or refused items that can be consulted only.

Remarks

- **Clicking on 'Track changes' without selecting two items of the list, causes the following message: 'You have to choose two documents to compare'.**

Grant Agreements result list

The following picture illustrates the result list by Grant Agreements:

The different functions of the Grant Agreement result list are:

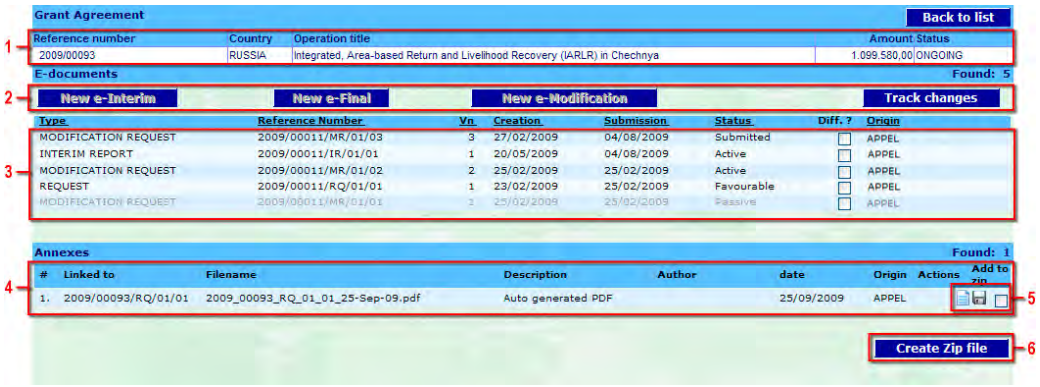
1. Click on the column title to order the result list.
2. Search button.
3. The yellow line shows the select item in the list.
   Click on the yellow row to open the list of eDocuments of the operation.
4. The traffic light icon provides a quick overview of the operation status.

Tips

- The grey rows indicate closed items that can only be consulted.

List of eDocuments per Operations

The following illustration shows the list of eDocuments of an Operation:



The different parts of the result list are:

1. The Grant Agreement information tab. This consists out of the Reference number, the country, title, amount and the status of the Operation.
2. The eDocuments for the specific operation. This can consist out of the Initial Request and the different versions, the Modification request and the different versions, the Interim Report and the Final report. The track changes button allows you to overview the differences between two versions of an eDocument.
3. Buttons to create a new Intermediate report, an eFinal report, an eModification request.
4. The list of annexes linked to the grant agreement.
5. The page and the disk icons are used to generate a PDF without checking the box.
6. The check box and the 'create zip' functions are used to create the zip.

eDocument status

The **eDocument** can have 3 document statuses during its project life cycle;

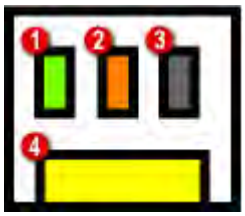
- **Draft**
  The document is created and saved but there has been no validation yet.
- **Submitted**
  The document is submitted and awaits activation and verification from the DG ECHO Desk. . During this period, creating and submitting a new version is possible, if the system is not 'locked' for this function. The locking mechanism is either automatic activated by the systems workflow or it is activated manually by the Desk Officer e.g. to have more time to finish the appraisal. A draft version of a new version can be created but not submitted, no alteration of any information is possible.
- **Refused**
  The proposal is not accepted by DG ECHO and can only be viewed, no modifications are allowed after a refusal.

The **Operation** can have 3 modification statuses during its project life cycle;

- **Under Negotiation**
  As soon as a new request is created and submitted for a project, the status of the project changes to UNDERNEG.
- **Ongoing**
  As soon as a proposal is accepted and an agreement is made the project status changes to ONGOING.
- **Closed**
  The project status changes to closed due to a refusal of a proposal or ending an operation.

Status of the operation

The following picture illustrates the traffic light icon and its functions:



The different indicators on the traffic light are:

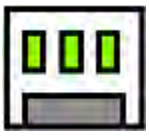
1. Initial eRequest (RQ).
2. Intermediate report (IR).
3. Final report (FR).
4. Modification request (MR).

The colors used on the traffic light are:

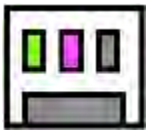
- Grey; None submitted.
- Yellow; Draft version.
- Green; Favourable.
- Orange; Active.
- Pink; Refused.

For example;

This illustration shows the traffic light icon for a successfully completed operation, no eModification Request has been submitted during the action. The operation name will appear in grey in the list, the status of the operation will indicate 'Closed'.



This illustration shows the traffic light icon for an operation that has been granted but has been suspended upon the refusal of the eIntermediate Report. The operation name will appear in grey in the list, the status of the operation will indicate 'Closed'.



Tips

- While holding the mouse hit on traffic lights, a help indicator appears and provides information using abbreviations of the indicator followed by the status.
- For example: RQ-Favourable, IR-Active, FR-None, MR-None.

Export to MS Excel

Results list > Export to Excel

To export the list to MS Excel you have two possibilities:

- Export the complete list with all criteria.
- Export only the criteria you wish to have in your MS Excel document.

Export a list with all criteria

1. On top of the screen click on **'Export to Excel'**
2. Choose to '**save'** the document to your hard disk or '**open'** the document in MS Excel.

Export a list with some of the criteria

1. Click on the fields you wish to view in your results list while pressing [Ctrl] to select several of them. To scroll through the list of possible criteria, click on the arrows on the right of the list.
2. On top of the screen click on **'Export to Excel'**
3. Choose to '**save'** the document to your hard disk or **'open'** the document in MS Excel.

Adjust the MS Excel document

If you notice that numbers in the generated Excel file are not properly displayed, make sure to use the following decimal and thousands separators:

- In the Excel file, go to **Tools/Options/International tab.**
- Deselect '**Use system separators'**.
- Introduce a comma [,] as decimal separator.
- Introduce a full stop [.] as thousands separator.

It might also be necessary to format the problematic cells:

- Select the cells that are not displayed as expected in the Excel file.
- Go to Format/Cells.../Number.
- Select category 'number'.
- Choose your formatting options.

Access rights

Register in ECAS

Introduction

To connect to APPEL, you will first need to create an ECAS user name and a password. Each user of your organisation must create his/her own ECAS account. ECAS allows the use of the same personal identifier for several European Commission information systems. Your user name will be linked to the email address that you provided when you signed up. Emails about your account will only be sent to this email address. Please make sure you remember the email address, user name and password in order to access APPEL.

The registration process in ECAS

APPEL > Authentication screen

The 'APPEL authentication' screen is shown.

The registration process in ECAS

1. The **'APPEL authentication'** screen is shown.
2. Click on **'Register in ECAS'** to create an account if you don't have and ECAS account yet. (See remark)
3. The **'ECAS login'** screen is shown.
4. Change the login domain to external, if necessary.
5. Register in ECAS.
6. Complete the registration with this ECAS mail.
7. Initialise the ECAS password.
8. Request for the APPEL login activation'.

Remarks

- **If you already have an ECAS account, you don't have to recreate an account specifically for APPEL. Activate your ECAS account to receive the user rights for APPEL.**

Register in ECAS

APPEL > Authentication screen

The 'APPEL authentication' screen is shown.

Profiles

People who need to sign up for ECAS are:

- Members of an external organisation who need to connect to APPEL and do not yet have an ECAS username or password.

People who already have an ECAS account and who want to access APPEL, can directly request for APPEL login activation.

Register in ECAS

1. Click on **'Register in ECAS'**.
2. The **'ECAS login'** screen is shown.
3. Change the login domain to 'External' if necessary.
4. Click on **'Not registered yet'** to create an account.
5. The **'ECAS user registration form'** is shown.
6. Introduce a username of your choice (optional). (See tips)
7. Introduce your first name.
8. Introduce your last name.
9. Introduce your e-mail address.
10. Repeat your e-mail address for verification.
11. Select your preferred language for the communication.
12. Read the privacy statement.
13. Select the box below to acknowledge that you have read and understood the privacy statement.
14. Introduce the characters shown on the image to do a security check.
15. Click on **'Submit'**.
16. The confirmation screen **'Thank you for registering, you will receive an email allowing you to complete the registration process'** is shown.
17. Complete the ECAS registration process with the mail you received.

Tips

- The user domain has to be 'External' because you are a member of an organisation external to the European Commission.
- When you do not introduce a username in the ECAS user registration form, the system generates one for you. The assigned username is informed to you afterwards. You receive it in the confirmation mail to complete the ECAS registration process.
- Click on the printer icon or the link 'privacy statement' to see a printer friendly version of the privacy statement.
- The security check is not case sensitive.
- Click on **'Try a different image'** to receive another security code when the characters of the security check image are illegible.

Remarks

- **All fields with an asterisk [*] are mandatory and have to be completed.**
- **The introduced e-mail address has to be personal. It is used to inform you about your account. Be aware that the European Commission will never ask you for your username and password.**

Change the login domain for ECAS

APPEL > Authentication screen

The 'APPEL authentication' screen is shown.

Profiles

People who need to change the login domain for ECAS to 'external' are:

- Members of an external organisation who wish to sign up for APPEL.
- Members of an external organisation who wish to login to APPEL.

Change the login domain to 'External'

1. Click on **'Register in ECAS'** listed under the new authentication system.
2. Click on **'change it'** if the domain is not 'External'.
3. The 'Domain selection' screen is shown.
4. Select **'Neither an institution nor a European body'**.
5. Select **'Remember my choice'** if necessary.
6. Click on **'Select'**.
7. You are redirected to the previous screen (step 2) and the domain has changed to **'External'**.

Tips

- The user domain has to be 'External' because you are a member of an organisation external to the European Commission.

Remarks

- **When you try to login to a wrong domain, your username and password are not accepted. An error message is shown: 'Incorrect username or password supplied for the selected domain. If you are not a member of this domain, please change it'. Click on the link in the error message to change the domain.**

Complete the ECAS registration process

Your inbox > ECAS mail

Check the inbox of the email address that you previously introduced during the creation of your ECAS account. An email from the ECAS Service should be in your inbox. (See remarks)

Complete the registration with the ECAS mail

1. Go to the mail from the European Commission Authentication Service (ECAS).
2. You received this mail to complete the registration process.
3. Your username is informed to you if you have not introduced one in the 'ECAS user registration form'.
4. Click on **'this link'** to create your password.
5. Initialise your ECAS password.

Tips

- If 'this link' provided in the mail does not work, you can always use the internet address listed below in the same mail.

Remarks

- **The mail is automatically sent after you have submitted the registration form for the ECAS account. You have 90 minutes to validate your account. According to the INTERNET provider, there could be a delay between the moment of submission of the form and the arrival of the email. If the mail has arrived more then 90 minutes later, the authentication system will ask you to redo the validation process for the account.**
- **When you do not receive the mail, please check your 'junk mail' inbox.**

Initialise your ECAS password

ECAS mail > Password initialisation

Click on 'this link' in the ECAS confirmation mail to complete the registration process. The 'Password initialisation' screen is shown.

Initialise your ECAS password

1. The **'New ECAS password'** screen is shown.
2. Introduce a password of your choice in the field **'New ECAS password'.**
3. Repeat the newly chosen password in the field **'Confirm new ECAS password'**.
4. Click on **'Submit'**.
5. You are connected to APPEL. The screen that is shown, is adjusted to the rights that are associated to your user account for APPEL.

The ECAS password requirements

The ECAS password

- may not include your username.
- must contain at least 10 characters chosen from at least 3 groups of the following 4 character groups:
  - Upper case: A to Z
  - Lower case: a to z
  - Numeric: 0 to 9
  - Special characters: !"#$%&'()*+,-./:;<=>?@[\]^_`{|}~

Only these characters are permitted, as well as the white space.

Examples of passwords are provided at the bottom of the screen. You can generate other sample passwords if necessary.

Remarks

- **All fields with an asterisk [*] and all chapters with an exclamation mark are mandatory and have to be completed.**
- **Remember the password that you introduce. You will not receive any additional confirmation mail to remind you which password you have chosen.**
- **The password that you initialise cannot be changed within 24 hours.**
- **Due to security reasons, the system asks for password changes on a regular basis.**
- **You have 90 minutes to complete the registration process, starting from the moment you submit your personal information.**

Register in APPEL

Request for APPEL login activation

Login with ECAS > APPEL home screen

Click on 'Connect to APPEL' on the 'APPEL authentication' screen. The 'ECAS login' screen is shown. Login with your ECAS account. The 'APPEL home' screen is shown.

Request for APPEL login activation

1. Click on **'Request for APPEL login activation'**.
2. The 'Request login activation' screen is shown.
3. Select the search term.
4. Introduce your information in the search field.
5. Click on **'Request'**.
6. The search result list with the possible organisations is shown.
7. Click on your organisation.
8. Select 'yes' or 'no' to indicate whether or not you are a user rights administrator for your organisation (see tips).
9. Click on **'Confirm'**.
10. Your login activation request for your organisation has been registered. An email is sent to you as soon as your user account is activated for APPEL.
11. Click on **'home'**.
12. The **'APPEL home'** screen is shown.

Tips

- Select 'yes' if you are a contact person between DG ECHO and your organisation. The contact person(s) manage(s) the user rights for all members of an organisation.

Register for FPA

Registration form (Step 1)

Login with ECAS > APPEL home screen

Click on 'Connect to APPEL' on the 'APPEL authentication' screen. The 'ECAS login' screen is shown. Login with your ECAS account. The 'APPEL home' screen is shown.

Registration form (Step 1)

1. Click on **'Register your organisation to become candidate to the FPA'**.
2. The **'Registration form (step 1)'** screen is shown. Read the text on the screen carefully.
    1. At the left of the screen, you will see a list of links to the different sections of the form, some are read only some can be completed.
    2. Click on **'General information'** and on **'Self assessment'** and complete the forms.
    3. Click on **'Save'** to save your data.
    4. Click on **'Check'** to check if the Form is ready for evaluation.
    5. If the message **'Ready for evaluation'** appears, click on **'Evaluation'** to go to the next step.
    6. The screen 'Info on Step 2' is shown.
    7. Read the text on the screen carefully and click on **'Continue'** at the bottom of the screen.
3. The 'Registration form (Step 2)' screen is shown.

Tips

- Move the mouse over the fields to get more information in the section 'General information'.
- Click on 'Help' next to a question to get more information In the section 'Self-Assessment'.
- You have 4 months to complete the registration process.

Remarks

- **All fields with an asterisk [*] are mandatory and have to be completed.**
- **Please save regularly during the completion of the questionnaire. An APPEL session expires after 90 minutes of inactivity.**

Registration form (step 2)

'Info on step 2' > Registration form (step 2)

The screen 'Info on step 2' is shown. Read the text carefully and click on 'Continue' at the bottom of the screen. The 'Registration form (step 2)' is shown.

Registration form (Step 2)

1. The screen **'Info on step 2'** is shown. Read the text carefully and click on **'Continue'**.
2. On the **'Registration form (step 2)'** you need to:
    1. Click on each section and continue the completion of the Registration form. The section which where 'read only' in the first step are now adaptable. The self-assessment section becomes 'read only' and can no longer be modified.
    2. Click on **'Save'** to save your data.
    3. Click on **'Check'** to check if the Form is ready for submission.
    4. Once all mandatory fields are completed, you can submit the form.
3. Click on **'Submit'**.
4. You receive the confirmation message **'Thank you for completing the questionnaire'**.
5. To finalise and formalise your application, you must send DG ECHO the mandatory documents listed on the screen.

Tips

- You have 4 months to send the complete application to DG ECHO.
- Once you've completed the questionnaire, you are a candidate for FPA.

Remarks

- **Before submitting the form, please make sure you completed all fields in all sections. Once the application is submitted, you cannot make any modifications anymore.**
- **Please save regularly during the completion of the questionnaire. An APPEL session expires after 90 minutes of inactivity.**
- **After the completion of the online questionnaire, you need to send a printed paper version to DG ECHO. An authorised member of your organisation needs to sign the printed version and send it with the other mandatory documents. When you failed to send the documents within the given time limit, your application will be cancelled.**

Refused questionnaire

Your application might be refused at the end of the selection process. The European Commission reserves the right to refuse applicants to the FPA if they do not satisfy the stated requirements.

The full responsibility for the accuracy of the information provided to the Commission by an FPA applicant lies with the applicant organisation. When false information is provided to DG ECHO, the FPA candidate is excluded from the FPA for two years.

When your application is refused, you can

- Apply to reconsider your case after rejection.
- Launch an appeal procedure.
- Make a complaint to the European Ombudsman.

You can find the links for these actions on the 'Request for admission' screen.

Go the 'APPEL home' screen. Click on 'Register your organisation to become candidate to the FPA' and the 'Request for admission' screen is shown.

APPEL

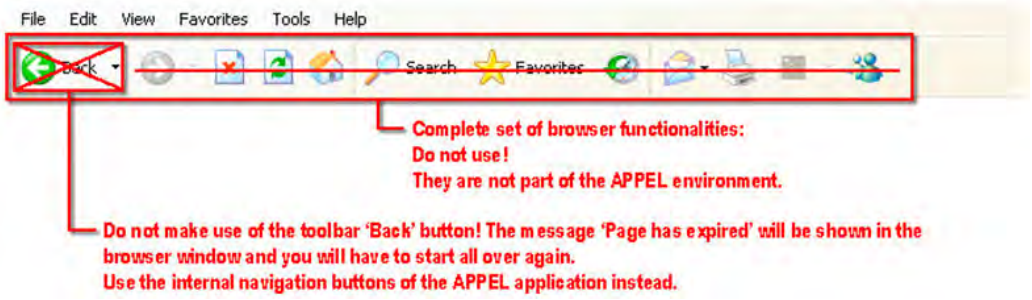
eDocument

Browser functions

APPEL is a web based application. This means that all functionalities are shown within a browser window. The browsers toolbar is automatically visible as well.

Please do not use the functionalities of the browser toolbar: Error messages may appear and you will loose some of the introduced information.

The Browser functionalities are not needed since all required functionalities are built within APPEL.


File Edit View Favorites Tools Help
Back
Search
Favorites
Complete set of browser functionalities:
Do not use!
They are not part of the APPEL environment.
Do not make use of the toolbar 'Back' button! The message 'Page has expired' will be shown in the browser window and you will have to start all over again.
Use the internal navigation buttons of the APPEL application instead.

Print or export an eDocument

eDocument > 'Print'

Click on 'Agreement' or 'e-Request' in the main menu of APPEL. Search for a Grant Agreement or eRequest in the search screen. The function 'Print' is available in the navigation tab of the eDocument or at the end of each page.

Print an eSingleForm

1. Click on **'Print'**.
2. The application opens a pdf download screen.
3. Click on **'Open'** or **'Save'**.
4. The PDF document including the PDF menu bar is shown.
5. Click on the printer icon.
6. Select the print range:
   - **'all'** to print all;
   - **'current view'** to print the selection that is shown at the moment;
   - **'current page'** to print the page that you are on
   - **'pages'** to select the pages you wish to print.
7. Click on **'Ok'**.

Annexing files

eDocument > 'Annexes'

Click on 'Agreement' or 'e-Request' in the main menu of APPEL. Search for a Grant Agreement or eRequest in the search screen. The function 'Annexes' is available in the navigation tab of the eDocument.

The eDocuments are based on the original 'paper' forms. If necessary you can attach other documents, pictures, excel files… to the electronic version.

Annex files to the eDocument

1. Click on **'Annexes'** in the navigation tab.
2. An overview of the annexed files is shown in the content tab.
3. Click on **'Browse…'** next to the field **'File to upload'**.
4. A pop-up window is shown.
5. Select the file that you want to annex and click on **'Open'**.
6. The document path is shown in the field **'File to upload'**.
7. Introduce a description of the file in the field **'File description'**.
8. Click on **'Upload'** at the bottom right of the screen.
9. The file is now shown in the content tab.

Tips

- To upload several files at a time, please compress them first in a ZIP archive.
- The description of the file can be changed after uploading it.
- Click on the page icon or the floppy disc icon to open or save the file.
- Click on the red cross in the list to remove the file from the project.

Remarks

- **The allowed file types for uploading are: .csv, .doc, .gif, .htm, .html, .jpg, .jpeg, .pdf, .png, .rtf, .txt, .xls or .zip files.**
- **If the file you upload is bigger than 5 megabyte, the message 'Error to upload the file: Maximum size is exceeded' is shown.**

File types

The file types supported by the system for uploads are the ones with the following extensions:

- .**csv**: From within Microsoft Excel or a different spreadsheet program export as csv. The CSV ("Comma Separated Value") file format is often used to exchange data between disparate applications. The file format, as it is used in Microsoft Excel, has become a pseudo standard throughout the industry, even among non-Microsoft platforms.
- **.doc**: Microsoft Word document. In computing, DOC or doc (an abbreviation of 'document') is a file extension for word processing documents; most commonly for Microsoft Word.
- **.gif**: Image file format. The Graphics Interchange Format (GIF) is an 8-bit-per-pixel bitmap image format that was introduced by CompuServe in 1987 and has since come into widespread usage on the World Wide Web due to its wide support and portability.
- **.htm - .html**: Internet / webbased file format. HTM or HTML, an initialism of HyperText Markup Language, is the predominant mark-up language for web pages. It provides a means to describe the structure of text-based information in a document — by denoting certain text as links, headings, paragraphs, lists, and so on — and to supplement that text with interactive forms, embedded images, and other objects. HTML is written in the form of tags, surrounded by angle brackets
- **.jpg - .jpeg**: Image file format. JPG or JPEG (pronounced JAY-peg) is a commonly used method of compression for photographic images. The degree of compression can be adjusted, allowing a selectable tradeoff between storage size and image quality. JPEG typically achieves 10 to 1 compression with little perceivable loss in image quality.
- **.pdf**: Adobe PDF files. The Portable Document Format (PDF) is the file format created by Adobe Systems in 1993 for document exchange. PDF is a fixed-layout format used for representing two-dimensional documents in a manner independent of the application software, hardware, and operating system.
- **.png**: Image file format. Portable Network Graphics (PNG) is a bitmapped image format that employs lossless data compression. PNG was created to improve upon and replace the GIF format, as an image-file format not requiring a patent license.
- **.rtf**: Text document format. From within a word processing application use export (or save) as rtf. The Rich Text Format (RTF) is a free document file format developed by Microsoft in 1987 for cross-platform document interchange. Most word processors are able to read and write RTF documents.
- **.txt**: Text document format. From within a word processing application use export (or save) as txt. txt is a filename extension for files consisting of text usually contain very little formatting (ex: no bolding or italics). The precise definition of the .txt format is not specified, but typically matches the format accepted by the system terminal or simple text editor. Files with the .txt extension can easily be read or opened by any program that reads text and, for that reason, are considered universal (or platform independent).
- **.xls**: Microsoft Excel Spreadsheet document. Microsoft Excel (full name Microsoft Office Excel) is a proprietary spreadsheet application written and distributed by Microsoft for Microsoft Windows and Mac OS X. It features calculation, graphing tools, pivot tables and, except for Excel 2008 for Mac OS X, a macro programming language called VBA (Visual Basic for Applications). It is overwhelmingly the dominant spreadsheet application available for these platforms and has been so since version 5 in 1993[citation needed], and is bundled as part of Microsoft Office.
- **.zip**: Compression file format. Mainly used to put together multiple documents. The ZIP file format is a popular lossless data compression and archival format. A ZIP file contains one or more files that have been compressed, to reduce their file size, or stored as-is.

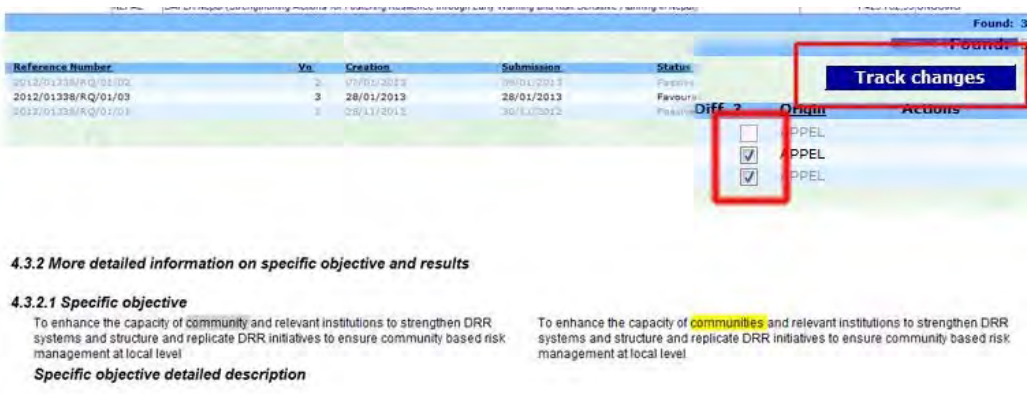
Track changes

Agreements > Agreements search screen

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements search' screen is shown. Search for an Agreement in the status 'ongoing'. The function 'Track changes' is shown.

Track changes of two documents

1. The result In the result list, you select two versions to compare.
2. Click on the check box to select two documents to compare.
3. Click on **'Track changes'** at the top right of the screen.
4. A popup window will be shown with both documents in two columns. The differences will be highlighted in the two columns.


Found: 3
Reference Number
Vo
Creation
Submission
Status
2012/01338/RQ/01/03
3
28/01/2013
28/01/2013
Track changes
Origin
Actions
APPEL
APPEL
4.3.2 More detailed information on specific objective and results
4.3.2.1 Specific objective
To enhance the capacity of community and relevant institutions to strengthen DRR systems and structure and replicate DRR initiatives to ensure community based risk management at local level
To enhance the capacity of communities and relevant institutions to strengthen DRR systems and structure and replicate DRR initiatives to ensure community based risk management at local level
Specific objective detailed description

Tips

- Click on the column title **'Reference Number'** to order the result list.
- Click on **'Print'** in the popup window to print a paper version of the comparison.

Remarks

- **Click on 'Track changes' without checking two items of the list and the following message is be shown: 'You have to choose 2 documents to compare'.**

eSingleForm 2008

Introduction eSingleForm

All documents of the Project Cycle Management of a Humanitarian Operation are called eDocuments. The whole of eDocuments are brought together to reflect to the eSingleForm on paper that have been used in the previous years.

The different eDocuments are:

- eRequest (eRQ): The first proposition and new version to validate by DG ECHO. It can be sent by the Partner or encoded by the Archivist if the Partner sends only a paper version.
- eModification Request (eMR): The Partner sends it to report changes in the project. The modifications need to be validated by DG ECHO.
- eIntermediate Report (eIR): to report on intermediate progress within the Humanitarian project, to introduce unilateral changes. The eIR also needs to be validated by DG ECHO.
- eFinal Report (eFR): Document is the last report to send to DG ECHO, it reports on the results of the Humanitarian project. The financial report is not included in the eFR, it is attached as an annex to it. The e-FR also need to be validated by DG ECHO.

Partners submit eDocuments to DG ECHO via APPEL, DG ECHO has to appraise any eDocument. Each eDocument is appraised by a tandem Desk Officer/Field Expert.

The appraisal process is split into two major workflows:

- The pre-appraisal: where the actual appraisal is prepared;
- The Appraisal: in which the eDocument (e-RQ, e-MR, e-IR) are verified, validated or refused.

An appraisal can lead to a Favourable opinion or a refusal. According to the eDocument, the appraisal may require the submission of a new version of the eDocument.

The following chapters guide you through the process of completing each of the eDocuments.

Paper version versus eDocuments

The differences between the paper version and the eDocuments are numerous:

- Formal validation of eDocuments;
- Possibility to trace on the screen the status of the action and the status of the documents;
- The Partner can work on a draft version before submitting the eDocument to DG ECHO;
- Different possibility of temporary validations before the formal “sent” to DG ECHO;
- Sending of up to date versions of eRequest , eModification;
- Possibility to annex files (documents, images, excel files,…).

The advantages are obvious:

- Possibility for distance control;
- Possibility to add data's any time;
- Progressive integration of financial data;
- Possibility to create .XML files for upcoming versions;
- Simplification and reduction of paper exchange between Partners and ECHO;
- Simultaneous consultation of eDocuments;
- Online exchange of information between the field, field offices, the headquarters and DG ECHO;
- Certainty that what you see is the last version.

Guidelines

The input fields in the eDocument have some limitations and possibilities.

Limitations of the fields

- **The number of characters** that can be introduced per field are limited. The maximum is indicated at the bottom of the input field. If you want to introduce more information, upload a file as an annex.
- Only the chapters and subchapters with an icon in front can be changed.
- All chapters of the form, indicated with the **mandatory icon (!)** have to be saved even if you do not alter any of the information.
- You can paste text and tables from Word.
  - The following message might be shown: 'The text you want to paste, seems to be copied from Word. Do you want to clean it before pasting?'
    Click on 'cancel' to maintain the text style as in Word.
- The **information** shown **in green** is automatically completed by the system.
  The fields shown in black have to be completed if required.
- If a bar with an arrow is shown at the top of a field, you have the possibility to format the introduced information. Click on the arrow to open the **formatting toolbar**. This toolbar can be used to introduce tables, special characters, numbered lists,… in the field.
- **'Background colour'** highlights the text.

Financial overview

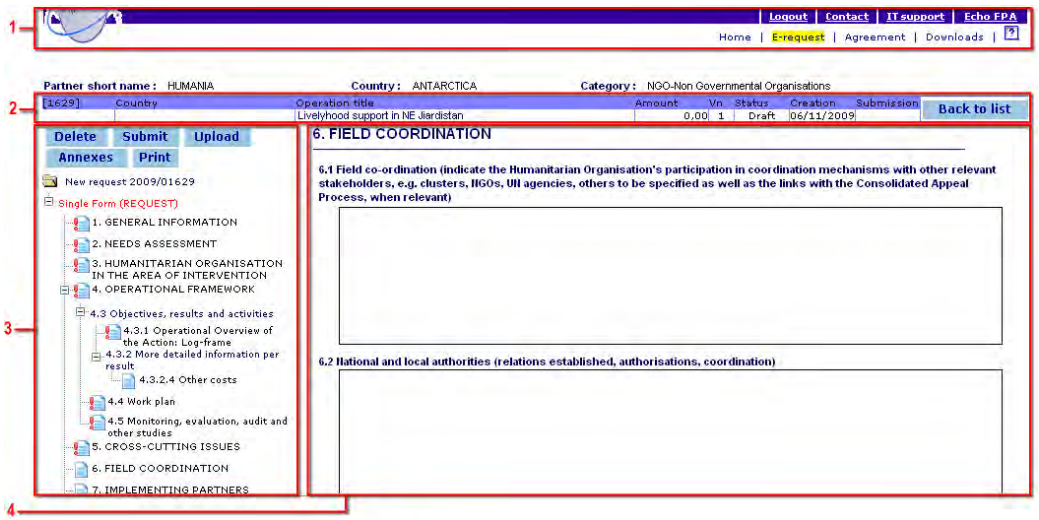
The financial overview becomes annex II of the signed Agreement. This financial overview is also strongly related to the Final financial report. For more details and advice, please consult the Guidelines of the Final Financial Report on the DG ECHO intranet.

- **Eligible cost of Action**
  The partner can use another representation of eligible costs in line with the current practice in its organisation. These headings will become the chapters of the final financial reporting. In case personnel costs and the costs on information, communication and visibility are not explicitly available in section 4.3.2, these have to be explicitly mentioned in this table.
- **Subtotal direct eligible costs**
  This amount has always to be equal to the total of all **'total amounts per result'** and the **'total amount other costs'** in section 4.3.2.
- **Direct revenue from the Action**
  In case the Action itself creates income, the budgeted/finally real amount has to be mentioned here. As this income will be considered as income, it can increase the overall amount of the Action. It will also be deducted when fixing DG ECHO's contribution.
- **DG ECHO % of total funding**
  In the case of multi donor contracts, the % of DG ECHO funding is **not required**.
  Total Costs will always be equal to 'Total Funding'.

Screen structure

eDocument

The following picture illustrates the general layout of the screen:


1
Logout | Contact | IT support | Echo FPA
Home | E-request | Agreement | Downloads |
2
Partner short name : HUMANIA
Country : ANTARCTICA
Category : NGO-Non Governmental Organisations
[1629] Country
Operation title
Livelyhood support in NE Jiardistan
Amount 0,00
Vn 1
Status Draft
Creation 06/11/2009
Submission
Back to list
3
Delete
Submit
Upload
Annexes
Print
New request 2009/01629
Single Form (REQUEST)
1. GENERAL INFORMATION
2. NEEDS ASSESSMENT
3. HUMANITARIAN ORGANISATION IN THE AREA OF INTERVENTION
4. OPERATIONAL FRAMEWORK
4.3 Objectives, results and activities
4.3.1 Operational Overview of the Action: Log-frame
4.3.2 More detailed information per result
4.3.2.4 Other costs
4.4 Work plan
4.5 Monitoring, evaluation, audit and other studies
5. CROSS-CUTTING ISSUES
6. FIELD COORDINATION
7. IMPLEMENTING PARTNERS
4
6. FIELD COORDINATION
6.1 Field co-ordination (indicate the Humanitarian Organisation's participation in coordination mechanisms with other relevant stakeholders, e.g. clusters, NGOs, UN agencies, others to be specified as well as the links with the Consolidated Appeal Process, when relevant)
6.2 National and local authorities (relations established, authorisations, coordination)

The eDocument and Grant Agreement screens contain the following tabs:

1. Menu
2. Heading
3. Navigation tab
4. Content tab

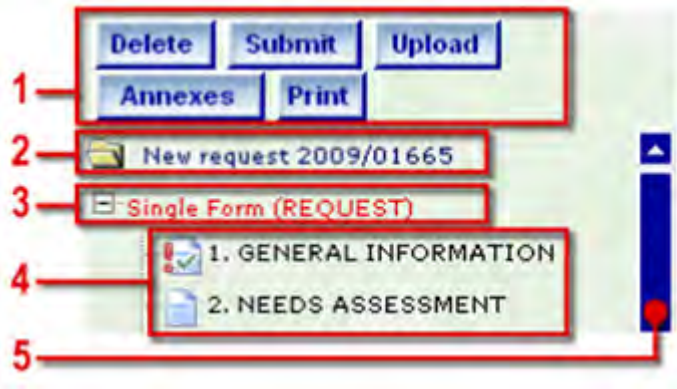
Heading

The heading shows a brief overview of the eDocument or the Grant Agreement.

As soon as the initial eRequest is submitted to DG ECHO a project reference number is created. During the life cycle of a project the eDocuments and the Grant Agreement can have several statuses.

Navigation tab

The following picture illustrates the general layout of the navigation tab:

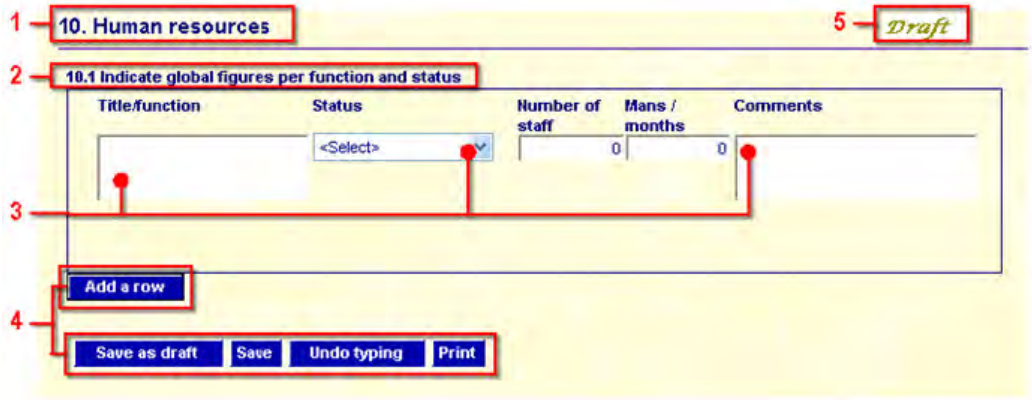


The navigation tab contains the following information:

1. Functionalities affecting the entire eDocument
2. Project number.
3. Type of the Document.
   After submitting the initial eRequest, all eDocuments for that project will be added automatically in the tree view.
   Click on '**-**' to collapse the tree view.
   Click on '**+**' to expand the tree view.
4. The chapters and sub-chapters for the selected eDocument.
   Click on the icons or the name of the subchapter to navigate through the form.
   The different icons indicate mandatory fields, saved information
5. Scroll bar.
   Click the up or down arrow to scroll through the tree view.
   Drag the vertical scroll box to scroll through the tree view.

Content tab

The following picture illustrates the general lay out of the content tab:



This tab displays the information of the active form section, as shown in the title.
The content tab contains the following information:

1. The chapter or title.
2. The sub-chapters or eDocument section.
3. The different form fields to introduce (text fields, option buttons, list boxes…).
4. The function buttons.
5. Text indicating the status of the section:
   - 'Modified' appears as soon as information is introduced.
   - 'Draft' appears after clicking **'Save as draft'**.
   - 'Saved' appears after clicking **'Save'**.

Chapter status icons

The little icons used in the navigation tab in front of a section or chapter indicate the following:

The information is read only as indicated by the magnifying glass.

The information is optional and has not been changed from the previous version.

The information is mandatory as indicated by the red exclamation mark and has not been changed from the previous version.

The information is optional and has been saved as indicated by the green check mark.

The information is mandatory and has been saved as indicated by the red exclamation mark and the green check mark.

The information is optional and has been saved as draft as indicated by the red capital 'D'.

The information is mandatory and has been saved as draft as indicated by the red exclamation mark and the red capital 'D'.

eDocument Functions

The functions in the navigation tab affect the entire eDocument. There are three possible combinations of functions that are shown.

The standard available functions:

1. **Annexes**
   In read only mode the Annexes function shows a list of all the attached documents to the eDocument.
   - In all other modes the Annexes function shows a list of the already attached documents to the eDocument and allows uploading other documents to attach.
2. **Print**
   Generates a PDF document of only this screen or chapter. The PDF document can then be
   - Sent to a printer.
   - Saved on your hard disk or network disk.
   - Previewed in the content tab.

The functions available when creating a new eDocument:

3. **Delete**
   Deletes a draft eDocument before submitting it. Click on 'OK' to confirm the suppression of this draft document, or click on 'Cancel' to continue creating the document and no information will be lost.
4. **Submit**
   Sends the eDocument to DG ECHO. Once the form is dispatched to a DG ECHO Unit, the partner receives an acknowledgment receipt.
5. **Upload**
   Uploads a document, created with the offline application. Sends the eDocument to DG ECHO.

The function available to create a new version of an eDocument:

6. **New version.**
   This function creates a new version of an already existing eSingleForm. The version number will be automatically shown in the project information tab. This function is active once an eDocument is dispatched to a DG ECHO unit.

Remarks

- **If the status of a project is locked, the function 'New version' is not active. A project can be locked by a Desk Officer for example if he/she awaits additional information from a**

Field Expert. The project is locked by the system depending on the activity that is in operation.

Content functions

The standard available functions:

1. **Save as draft**
   Saves the information you introduced into the screen. It does not check the validity of the information yet.
2. **Save**
   Saves the information you introduced into the screen after validating the data and the mandatory fields. The missing mandatory information is indicated in red or with a red line.
3. **Undo typing**
   Dismisses all the information introduced and returns to the last saved version of that screen.
4. **Print**
   Generates a PDF document of only this screen or chapter. The PDF document can then be;
   - Sent to a printer.
   - Saved on your hard disk or network disk.
   - Be previewed in the content tab.

Remarks

- **Always click on 'Save as draft', 'Save' or 'Undo typing' before navigating to another chapter or screen! If not the following message is shown 'Do you want to save your changes? Click OK to save or Cancel for leaving.'**
- **If you click 'OK' the data introduced will be validated and saved when clicking 'Cancel' newly introduced changes will not be saved.**

Reference number

The reference number, also called eDoc ID, is automatically generated as soon as the initial eRequest is created.

There are several types of reference numbers;

- Initial eRequest before submitting consists out of four digits.
- After submitting the initial eRequest, all eDocuments have the following structure;

The reference number contains the following information:

1. The year when the first eRequest for a project was submitted, it consists out of four digits.
2. The sequential project number contains five digits.
3. The type of eSingleForm is a two characters string:
   - RQ = Request.
   - MR = Modification Request.
   - IR = Intermediate Report.
   - FR = Final Report.
4. The sequential request or report number for a particular eDocument.
5. The version number of the request or report.

eRequest

Introduction eRequest

The eRequest is the first document of all the different eDocuments. It is the initial Request that the Partner sends to DG ECHO.

This initial Request can be accepted or denied by DG ECHO. When it is denied, the Partner will have to create a new version of the Request. When the eRequest is accepted, the Partner is considered to be a candidate for the Humanitarian Action.

Functions

Create a new eRequest

eRequests search screen > New eRequest

Click on **'e-Request'** in the main menu of APPEL. The 'e-Requests search' screen is shown. The function 'New e-Request' is shown.

Profiles

People who can create eRequests have:

- An Encoder profile.
- A Sender profile.

Create a new eRequest

1. Click on **'New e-Request'**.
2. Click on **'OK'** to confirm the creation of a new eRequest.
3. Start completing the eRequest by clicking on each chapter.
4. Click on '**Submit'**.

Tips

- You can also use the 'upload' function to upload a validated eRequest from the PDF eSingleForm offline application.

Remarks

- **All fields with an asterisk [*] and all chapters with an exclamation mark are mandatory and have to be completed.**

November 2012

Submit an eRequest

eRequests search screen > eRequest

Click on **'e-Request'** in the main menu of APPEL. The 'e-Requests search' screen is shown. Search for the eRequest of your choice and click on it.

Profiles

People who can submit eRequests have:

- A Sender profile.

Submit an eRequest

1. Introduce at least all mandatory information for:
   - Chapter 1;
   - Chapter 2 to 9;
   - Subchapter 4.3.1;
   - Subchapter 4.3.2;
   - Chapter 8;
   - Chapter 10;
   - Chapter 11;
   - Chapter 12;
   - Annex A.
2. Save each chapter.
3. Upload the necessary annexes.
4. Click on '**Submit'**.
5. A confirmation message with your reference number is shown (See remarks).
6. Click on '**Back'**.
7. The eRequest is now submitted.

If the desk needs more information or clarifications, a message will be sent to the Partner to ask to submit a new version of the eRequest.

Tips

- Instead of introducing all mandatory information online, you can also upload an eRequest which was created offline. Only chapter 12 contains mandatory information that needs to be added after uploading the eRequest, because not all information in chapter 12 is available offline. Some information can only be selected online. This information is available in the system, linked to the Partner module.

Remarks

- **The confirmation message serves as an acknowledgement receipt. This message has a legal value. It proves that DG ECHO has received the document.**
- **All fields with an asterisk [*] and all chapters with an exclamation mark are mandatory and have to be completed.**

November 2012

Create a new version of an eRequest

eRequests search screen > eRequest

Click on **'e-Request'** in the main menu of APPEL. The 'e-Requests search' screen is shown.

Profiles

People who can create new versions of eRequests have:

- An Encoder profile.
- A Sender profile.

New version of an eRequest

1. Search for the **'eRequest'** for which you want to create a new version.
2. Click on the **'e-Request'** of your choice.
3. Click on **'New version'** in the navigation tab to confirm the creation of a new version for that eRequest.
4. Complete the **eSingleForm** by clicking on each chapter.
5. Click on **'Submit'**.

Remarks

- **A new version can be created and submitted as soon as a Desk Officer was assigned for the appraisal of the proposal of the action.**
- **The Desk Officer can 'lock' the Request (the status is shown on the traffic lights of the Grant Agreement search result list) and no new version can be submitted.**
- **No new version can be submitted once the evaluation of the desk is terminated.**
- **All fields with an asterisk [*] and all chapters with an exclamation mark are mandatory and have to be completed.**

November 2012

Chapters

Complete chapter 1: General information (RQ)

eRequest > Chapter 1

Click on **'e-Request'** in the main menu of APPEL. The 'e-Requests search' screen is shown. Select the eRequest of your choice. Click on chapter 1 **'General information'**.

Profiles

People who can complete the chapters of eRequests have:

- An Encoder profile.
- A Sender profile.

Complete chapter 1: General information

1. Introduce at least all mandatory information.
2. The **'name of Humanitarian Organisation/Country of registration'** are already shown in the field. They are automatically completed by the system according to your organisation's information. They have been introduced previously just before launching the creation of a new eRequest.
3. Click on the calendar icon and select a **'Start date'.** If the Action has already started, you introduce the reason that justifies this situation (e.g. Primary Emergency or Urgent Action).
4. Is the start date for eligibility of expenditure equal to the date of submission?
    1. Yes: introduce the explanation of the expenses charged to the budget between date of submission and start date of the action.
    2. No: click on the calendar icon, select the **'start date'** and introduce an explanation.
5. Select the **requested funding modality for this agreement**:
    1. 100% financing: justify the request.
    2. Co-financing.
6. Urgent action:
    1. Yes: select '**ECHO Primary emergency decision'**, **'ECHO emergency decision'** or **'Other ECHO Decision'**. If you select the last option, justify it.
    2. No.
7. The fields 1.9 and 1.10 are greyed out. Later on, they will be automatically completed by the system with information from within the application.
8. Click on **'Save'**.

Tips

- The mandatory field 'Title of the Action' can no longer be modified after signature of the Agreement. The Partner should avoid data that might change, such as the number of beneficiaries, the exact location or sub-region of implementation, etc. It may include some notion of the sector of the Action and mention the country/ies.
- The exact locality/ies for the 'Area of intervention' will be detailed under 4.1 with maps and relevant reference points.
- The start date of the action should be the actual starting date of the Action in the field, it should not necessarily be the first day of a month. It may be different from the date for eligibility of expenditure. If the Action has already started explain the reason that justifies this situation.
- The mandatory field 'Duration of the Action in months' covers the implementation period of the Action in the field from the start date. It covers the entire duration of the Action. It should be preferably in whole months. E.g. 2 months and 10 days or 3 months and 0 days (the fields 'months' and 'days' cannot be empty. So even when it are zero days, you need to introduce '0').

Fractions of months should be avoided. The period for finalising the final report (max 3 months) is not included in the total duration.

- The nature of expenditure corresponding to the eligibility period (time elapsed between the eligibility date and start date) should be clearly identified at chapter 4.3.2 and agreed with DG ECHO.
- The 100% financing option is an exception that has been foreseen for Humanitarian Actions in duly justified circumstances. The Partner must provide relevant justification on the 100% funding.
- The 'Action total amount' and the 'DG ECHO contribution requested' in chapter 1.7 are copied from chapter 11.

Remarks

- **The duration of any Action cannot go beyond the duration of the ECHO Financing Decision, except in case of suspensions during the implementation of the Action.**
- **Click on 'Add a row' to add another area of intervention if necessary.**
- **All fields with an asterisk [*] and all chapters with an exclamation mark are mandatory and have to be completed.**

Complete chapters 2 to 9 (RQ)

eRequest > Chapter 2 to 9

Click on **'e-Request'** in the main menu of APPEL. The 'e-Requests search' screen is shown. Select the eRequest of your choice. Click on chapter 2 to 9.

Profiles

People who can complete the chapters of eRequests have:

- An Encoder profile.
- A Sender profile.

Complete chapters 2 to 9

1. Click on each chapter and subchapter in the navigation tab on the left side of the screen.
2. Introduce at least all mandatory information for each chapter and subchapter.
3. Click on **'Save'**.

Tips

- Field 2.3 **'Summarise findings of the assessment…'** should form the basis for the intervention logic. If there is a report of the assessment it may be annexed and the results summarised here with regard to the proposed Action. When relevant, assessment of risks potentially arising from natural disasters should be provided.
- For field 3.1 **'Humanitarian Organisation's presence in the area of intervention…'**, you indicate:
  - A brief overview of current and future strategy in the country;
  - The current and recent activities in the country;
  - A brief overview of the presence in the country (number of years, type of intervention, regions, type of set-up).
- Click here for more details about the logical framework of chapter 4.
- Click here for more details about 'Other costs' of chapter 4.
- Click here for more details about chapter 8.
- To delete a line, select the check box on the left and click on 'Save'.

Remarks

- **All fields with an asterisk [*] and all chapters with an exclamation mark are mandatory and have to be completed.**

Complete subchapter 4.3.1: Logical framework (RQ)

eRequest > Subchapter 4.3.1

Click on **'e-Request'** in the main menu of APPEL. The 'e-Requests search' screen is shown. Select the eRequest of your choice. Click on subchapter 4.3.1 **'Operational overview of the action: log-frame'**.

Profiles

People who can complete the chapters of eRequests have:

- An Encoder profile.
- A Sender profile.

Complete subchapter 4.3.1: Operational overview of the action: log-frame

1. The '**Title of the Action'** is already completed by the system.
2. Introduce the **'principal objective'**.
3. Specific objective:
   1. Introduce the 'Specific objective'.
   2. Click on '**+i'** to add an indicator for the specific objective.
   3. Introduce the necessary information in the fields.
   4. Click on **'X'** to delete the indication and its source of verification.
   5. Introduce the **'Preconditions'**.
4. Results (See remarks):
   1. Click on **'+r'** to add a result.
   2. Introduce the '**result'**.
   3. Click on **'+i'** to add an indicator for the specific objective.
5. Introduce the necessary information in the fields.
6. Click on **'X'** to delete the indication and its source of verification.
7. Activities:
   1. Click on **'+a'** (in the result field) to add an activity.
   2. Introduce the '**activity'**.

Tips

- Select **'yes'** or **'no'** for '**Autosave'** at the top of the screen if you wish to automatically save the introduced information.
- The title of the action should be the same as the one of chapter 1.2. It is automatically copied by the system from chapter 1.2, once 1.2 has been completed.
- The principal objective should be in line with one of the relevant DG ECHO financing decision specific objectives, if it is already available.
- Click on **'Maximize'** to open a new window for 4.3.1.
- Click on the pink exclamation mark of each field to have more information about the field.
- Tips on the limitations and mandatory information to complete the logical framework.

Remarks

- **The detail of each introduced result can be completed on this screen, or on subchapter 4.3.2.**

- **You can give the details for each of the added results in subchapter 4.3.2.**
- **The information introduced in subchapter 4.3.2 is partly visible in the logical framework.**
- **You can add maximum 5 indicators.**
- **The logical framework shows only a maximum of 3 main activities per result. If there are more activities, the 3 most important activities should be put first when completing subchapter 4.3.2.**

Complete subchapter 4.3.2: More detailed information on specific objectives and results (RQ)

eRequest > Subchapter 4.3.2.

Click on **'e-Request'** in the main menu of APPEL. The 'e-Requests search' screen is shown. Select the eRequest of your choice. Click on subchapter 4.3.2. **'More detailed information on specific objective and results'**.

Profiles

People who can complete the chapters of eRequests have:

- An Encoder profile.
- A Sender profile.

In subchapter 4.3.2.1 you introduce the details and objectively verifiable indicators of the specific objective. The details of every result in subchapter 4.3.1 are shown under subchapter 4.3.2.2 and the following subchapters. The number of subchapters depends on the number of results that you have.

Complete subchapter 4.3.2.2 and the following subchapters

1. Click on the result of your choice.
2. Click on **'Detail'**.
3. Click on '**Detail'** in subchapter 4.3.2 in the navigation tab on the left side of the screen.
4. The form of the '**Detail'** has four tabs: 'Details', 'Objectively Verifiable Indicators', 'Activities' and 'Means and costs'.
5. Click on each tab and introduce at least all mandatory information.
6. Click on '**Save'** to save the data on each tab.

Tips

- The information introduced under subchapters 4.3.2.2 and the following subchapters, is partly visible under subchapter 4.3.1.
- Select '**Automatic saving'** at the top of the screen if you wish to automatically save the introduced information.
- Click on **'+'** to add an indicator, activity or mean.
- Click on '**Delete'** to delete information.
- Click on **'X'** to delete a cost.

Remarks

- **The Result's short description should not be left empty.**
- **The Global Cost should not be left empty.**
- **At least one Sector should be selected.**
- **The number of beneficiaries cannot be empty.**
- **At least one Type of beneficiaries should be selected.**
- **You can add maximum 5 indicators.**
- **The Short description on the Indicator tab should not be left empty.**
- **The Short description on the Activities tab should not be left empty.**

Complete chapter 8: Contingency measures and security (RQ)

eRequest > Chapter 8

Click on **'e-Request'** in the main menu of APPEL. The 'e-Requests search' screen is shown. Select the eRequest of your choice. Click on chapter 8 **'Contingency measures and security'**.

Profiles

People who can complete the chapters of eRequests have:

- An Encoder profile.
- A Sender profile.

Complete chapter '8. Contingency measures and security'

1. Introduce at least all mandatory information.
2. Has a specific security protocol for this action been established?
    1. Yes: introduce an explanation of the protocol
    2. No.
    3. Standard procedures.
3. Click on **'Save'**.

Tips

- For the contingency measures under 8.1, in case some of the assumptions or risks materialize, the Partner should explain how he would react in order to mitigate their effects on the implementation of the Action and what other options would be proposed for the achievement of the foreseen results.
- To delete a line, select the check box on the left and click on 'Save'.

Complete chapter 10: Human resources (RQ)

eRequest > Chapter 10

Click on **'e-Request'** in the main menu of APPEL. The 'e-Requests search' screen is shown. Select the eRequest of your choice. Click on chapter 10 **'Human resources'**.

Profiles

People who can complete the chapters of eRequests have:

- An Encoder profile.
- A Sender profile.

Complete chapter '10. Human resources'

1. Introduce at least all mandatory information.
2. Introduce the **'person/month per project'**.
   - For example; 5 persons working on a project for 6 months equals 30 people/month.
3. Click on **'Add a row'** to introduce more global figures per function and status.
4. Click on '**Save'**.

Tips

- Personnel meeting only one or none of the criteria for the status shall fall under the category of 'local staff'.
- Information on implementing partner staff is needed for key staff, in particular when no expatriate staff of the partner directly manages the Action at the local level.
- To delete a line, select the check box on the left and click on 'Save'.

Complete chapter 11: Financial overview (RQ)

eRequest > Chapter 11

Click on **'e-Request'** in the main menu of APPEL. The 'e-Requests search' screen is shown. Select the eRequest of your choice. Click on chapter 11 **'Financial overview'**.

Profiles

People who can complete the chapters of eRequests have:

- An Encoder profile.
- A Sender profile.

Complete chapter '11. Financial overview'

1. Introduce at least all mandatory information.
2. Click on **'+'** to add a cost.
3. Click on **'X'** to delete a cost.
4. Click on '**Save**'.

Tips

- In chapter 11 of the eSingleForm, the left column (Eligible cost of Action) should reflect the main chapters of the Partners financial reporting structure, as these lines will become later the chapters of the final financial report. It is advisable to have around 10 headings.

Complete chapter 12: Administrative information (RQ)

eRequest > Chapter 12

Click on **'e-Request'** in the main menu of APPEL. The 'e-Requests search' screen is shown. Select the eRequest of your choice. Click on chapter 12 **'Administrative Information'**.

Profiles

People who can complete the chapters of eRequests have:

- An Encoder profile.
- A Sender profile.

Complete chapter '12. Administrative Information'

1. Introduce at least all mandatory information.
2. The **'FPA number'** is automatically completed by the system.
3. Introduce the necessary information in the three fields phone, fax and email.
4. The **'Bank account'** information is automatically completed by the system.
5. Click on '**Save'**.

Tips

- The various people to be kept informed in the Humanitarian Organisation can be identified in subchapter 12.3, which contains the person(s) to be mentioned in Article 7 of the Agreement. The Partner may add the names of up to 2 persons who may launch unilateral modifications as well as amendment request on behalf of the Humanitarian Organisation. All information sent out by DG ECHO Brussels for the related Action will be automatically copied via e-mail to these addresses.
- To delete a line, select the check box on the left and click on 'Save'.

Complete Annex A: Procurement table (RQ)

eRequest > Annex A

Click on **'e-Request'** in the main menu of APPEL. The 'e-Requests search' screen is shown. Select the eRequest of your choice. Click on Annex A **'Procurement table'**.

Profiles

People who can complete the chapters of eRequests have:

- An Encoder profile.
- A Sender profile.

Complete annex A: Procurement table

Introduce the necessary information in the Procurement table and give a comment.

1. Introduce at least all mandatory information.
2. Introduce the **'launch date procedure'** as dd/mm/yyyy.
3. Introduce the **'contracting date'** as dd/mm/yyyy.
4. Click on **'Save'**.

Tips

- Annex A is only mandatory for Agreements with an A-control mechanism. All sections of this section should be filled in. It regroups the main significant procurement procedures for this Action and will be filled in at proposal stage and updated at intermediate report and final report stage.
- The Partner may attach a table with another layout (e.g. used inside the project) provided that all necessary information is available. Partners that signed an agreement with a P-control mechanism do no have to provide such a table with the Single Form at proposal or reporting stages. A whole procurement procedure will be dealt with per row.
- A procurement procedure cannot to be split because it is used in several activities. If a procurement procedure has to be split, an explanation has to be given. The dates for launching and contracting can also be expressed in number of weeks after the start of the Action.
- To delete a row, select the check box on the left and click on 'Save'.

Remarks

- **You need to click on 'save' even if you do not introduce any information.**

eModification Request

Introduction eModification Request

The eModification Request provides a way to adjust the original eRequest after it has already been granted by DG ECHO.

The eModification permits to request modifications to the signed Agreement. The modifications are limited though. Not all data can be changed.

For example the title of the Action and the Principal Objective can no longer be modified after signature of the Agreement. Also the control mechanism that is applied cannot be modified for a specific Action during its lifetime. For the eligible cost of action, the denomination of headings cannot be modified during the lifetime of the Action. New headings can be added if necessary.

To modify the eRequest before the Agreement is signed, you can create a new version of the eRequest.

Functions

Create a new eModification Request

Agreements search screen > New eModification

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements search' screen is shown. Search for an Agreement in the status 'ongoing'. The function 'New e-Modification' is shown.

Profiles

People who can create eModification Requests have:

- An Encoder profile.
- A Sender profile.

Create a new eModification Request

1. Click on **'New e-Modification'**.
2. Click on **'OK'** to confirm the creation of a new eModification.
3. Click on the chapters that need to be modified.
4. Introduce the required information in the fields. (See tips)
5. Click on **'Save'**.
6. Click on **'Annexes'** at the top of the navigation tab to add annexes.
7. Click on **'Submit'** at the top of the navigation tab.

Tips

- The fields that you modify for the eModification Request have to be completed the same way as in the eRequest. Go to the eDocumentation about the eRequest to learn how to complete the fields of the eModification Request.
- You can also use the 'upload' function to upload a validated eModification that was completed in the PDF eSingleForm offline application.

Remarks

- **All chapters with an exclamation mark are mandatory and have to be completed.**
- **Annexes are not mandatory.**
- **The eModification request can be submitted only if the mandatory screens are completed.**

Submit an eModification Request

Agreements search screen > New eModification

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements search' screen is shown. Search for an Agreement in the status 'ongoing'. The function 'New e-Modification' is shown.

Profiles

People who can submit eModification Requests have:

- A Sender profile.

Submit a new eModification Request

1. Introduce at least all mandatory information:
   - Amendment Request;
   - Chapters 1 to 12;
   - Subchapter 4.3.1.
2. Save each chapter.
3. Upload annexes if necessary.
4. Click on **'Submit'**.
5. A confirmation message is shown with your reference number (See remarks).
6. Click on **'Back'**.
7. The eModification Request is submitted.

If the desk needs more information or clarifications, a message will be sent to the partner to ask to submit a new version of the eModification Request.

Tips

- Instead of completing all mandatory information online, you can also upload an eModification Request that was completed with the PDF eSingleForm offline application.

Remarks

- **The confirmation message serves as an acknowledgement receipt. This message has a legal value. It proves that DG ECHO has received the document.**
- **All fields with an asterisk [*] and all chapters with an exclamation mark are mandatory and have to be completed.**

Create a new version of an eModification Request

Agreements search screen > New version of an eModification

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements search' screen is shown. Search for an Agreement. Select the Grant Agreement for which you wish to create a new version of the eModification Request.

Profiles

People who can create new versions of eModification Requests have:

- An Encoder profile.
- A Sender profile.

Create a new version of an eModification Request

1. Click on the Grant Agreement for which you wish to create a new version of the eModification Request.
2. Click on the eModification Request linked to this Grant Agreement.
3. Click on **'New version'** in the navigation tab to confirm the creation of a new version for that eModification request.
4. Click on **'OK'** to confirm the creation of a new eModification.
5. Click on the tabs that need to be modified.
6. Introduce the required information in the fields. (See tips)
7. Click on **'Save'**.
8. Click on **'Annexes'** at the top of the navigation tab to add annexes.
9. Click on **'Submit'** at the top of the navigation tab.

Tips

- The fields that you modify for the eModification Request have to be completed the same way as in the eRequest. Go to the eDocumentation about the eRequest to learn how to complete the fields of the eModification Request.

Remarks

- **All chapters with an exclamation mark are mandatory and have to be completed.**
- **The eModification request can only be submitted if the mandatory screens are completed.**

Chapters

Amendment request (MR)

eModification Request > Complete the amendment request

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements search' screen is shown. Search for an Agreement. Select the Agreement of your choice. Go to the eModification Request and complete the chapter 'Amendment Request'.

Profiles

People who can create amendment requests have:

- An Encoder profile.
- A Sender profile.

Request Amendments

1. Introduce the **'Name'**, **'Telephone'**, **'Fax'** and **'eMail'** of the people who request the amendments.
2. List of the requested amendments.
    1. Introduce the information relative for the amendment request.
    2. If other amendments are requested, click on **'Add a line'**.

An amendment is a modification to an Agreement to reflect operational or other changes in the implementation of the Action. A unilateral modification can be done by an eIntermediate Report.

Modifications that results in an Exchange of Letters or a Supplementary Agreement must be done through a Modification Request.

For the paper version of the eSingleForm it is possible to ask for an amendment by way of the Intermediate Report. In the paper version of the eSingleForm, a modification to an Agreement is to reflect operational or other changes in the implementation of the Action. In APPEL, it is no longer possible to ask for an amendment by use of the Intermediate Report.

Tips

- There should be one row for each change in a chapter that affects the Grant Agreement (chapters 1 to 5 and 8). For unilateral changes this is not necessary.
- To delete a line, select the check box on the left and click on 'Save'.

Remarks

- **All fields with an asterisk [*] and all chapters with an exclamation mark are mandatory and have to be completed.**

Complete chapters 1 to 12 (MR)

eModification Request > Complete the chapters

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements search' screen is shown. Search for an Agreement. Select the Agreement of your choice. Go to the eModification Request and complete chapters 1 to 12.

Profiles

People who can complete the chapters of eModification Requests have:

- An Encoder profile.
- A Sender profile.

Chapters 1 to 12

1. Click on each chapter and under each chapter in the navigation tab to the left of the screen.
2. For each chapter and subchapter, complete, modify and introduce an explication in the appropriate fields.
3. Click on '**Save**'.

Tips

- Click here for more details about the logical framework of chapter 4.
- **Chapter 10: Human resources**
  - You can modify global figures per function and status.
  - New functions can be added.
- **Chapter 11: Financial overview**
  - The total Cost and total Funding are automatically calculated by the system.
  - If an Intermediate Report has been submitted, the intermediate budget will be present. If no Intermediate Report was submitted, the Intermediate budget will remain empty. The Intermediate budget cannot be altered in the Modification Request stadium.
  - Total Cost and Total Funding must be equal.

Remarks

- **In most chapters, the information is completed by the system. This information has been provided with the creation of the initial eRequest. You can complete and/or modify the information.**
- **The eModification Request gives you the possibility to modify and/or complete existing information.**
- **All fields with an asterisk [*] are mandatory and have to be completed.**
- **Introduce the revised work plan if it has been changed after proposal.**

Complete subchapter 4.3.1: Logical Framework (MR)

eModification Request > Complete the Logical Framework

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements search' screen is shown. Search for an Agreement. Select the Agreement of your choice. Go to the eModification Request and complete the Logical Framework.

Profiles

People who can complete the chapters of eModification Requests have:

- An Encoder profile.
- A Sender profile.

Complete subchapter 4.3.1: Logical framework

1. Select '**Yes'** or **'No'** for the autosave.
2. The '**Title of the action'** remains the same as introduced in the eRequest.
3. The **'principal objective'** remains the same as introduced in the eRequest.
4. Specific objective.
    1. The '**specific objective'** remains the same as introduced in the eRequest.
    2. Click on **'I+iI'** to add an indicator for the specific objective.
    3. Introduce the necessary information in the fields.
    4. Click on '**IxI'** to delete the indicator and its source of verification.
    5. Introduce the '**Preconditions'**.
5. Results
    1. Click on **'+r'** to add a result.
    2. Introduce the **'result'**.
    3. Click on **'I+iI'** to add an indicator for the result.
6. Introduce the necessary information in the fields.
7. Click on '**IxI'** to delete the indicator and its source of verification.
8. Click on **'IeditI'** to edit the result.
9. Activities
    1. Click on **'I+aI'** (in the result field) to add an activity.
    2. Introduce the '**activity'**.

Remarks

- **Select 'Autosave' at the top of the screen if you want to automatically save the introduced information.**
- **Objectives, results and activities data were completed by the system as the information was provided upon creating the initial eRequest.**
- **The Title of the action, the Principal objective and the Specific objective remain as introduced in the eRequest, they cannot be modified.**
- **New indicators for the Specific objective can be added.**
- **The eModification will allow you to complete the information and to add new results and/or new activities.**
- **Click on the pink question mark to see more information about the desired data to introduce.**

Complete Annex A: Procurement table (MR)

eModification Request> Annex A

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements search' screen is shown. Search for the Agreement for which you wish to create an eModification Request or click on an existing eModification Request linked to this Grant Agreement. Click on Annex A **'Procurement table'.**

Profiles

People who can complete chapters of eModification Requests have:

- An Encoder profile.
- A Sender profile.

Complete Annex A: Procurement table

If any change has occurred in the procurements, complete the Procurement table and give a comment.

1. Click on **'Add a row'**, Introduce the necessary information in the fields and click on the arrow to select **'Yes'** or **'No'**
2. Click on the calendar icon to add the **launch date of the procedure.**
3. Click on the calendar icon to add the **contracting date.**
4. If necessary you can introduce a comment.
5. If necessary introduce the reference of the documents that you will annex.
6. Click on **'Save'**

Tips

- To delete a line, select the check box on the left and click on 'Save'.

Remarks

- **Repeat steps 1 to 3 for each change in the procurements.**
- **This chapter is mandatory and you have to click on 'Save' even if you do not alter any of the information.**

eIntermediate Report

Introduction eIntermediate Report

For each humanitarian action an intermediate report has to be sent to DG ECHO to report on the progress of the project. The Intermediate Report should be used as a monitoring tool. To apply any modifications, the eModification Request should be used.

As in the Initial Request all chapters indicated with the mandatory icon have to be saved even if you do not alter any of the information.

The information shown in green is automatically copied from the Initial Request, only the fields written in black have to be completed if necessary. Only the chapters and subchapters with an icon in front can be changed.

Functions

Create a new Intermediate Report

Agreements search screen > Agreement

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements search' screen is shown. Search for an Agreement in the status 'ongoing'. The function 'New e-Interim' is shown.

Profiles

People who can create eIntermediate Reports have:

- An Encoder profile.
- A Sender profile.

Create a new eIntermediate Report

1. Click on **'New e-Interim'**.
2. Click on **'OK'** to confirm the creation of a new e-Intermediate report.
3. Click on each chapter starting from the first.
4. Introduce the required information in the fields.
5. Click on **'Save'**.
6. Click on **'Annexes'** at the top of the navigation tab to add annexes.
7. Click on **'Submit'** at the top of the navigation tab.

Tips

- You can also use the 'upload' function to upload a validated eIntermediate Report completed in the PDF eSingleForm offline application.

Remarks

- **All fields with an exclamation mark are mandatory and have to be completed.**
- **The activity can only be submitted after having completed all mandatory fields.**

Submit an Intermediate Report

Agreements search screen > Agreement

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements search' screen is shown. Search for an Agreement in the status 'ongoing'. The function 'New e-Interim' is shown.

Profiles

People who can submit eIntermediate Reports have:

- A Sender profile.

Submit an eIntermediate Report

1. Introduce at least all mandatory information:
   - Chapters 1 to 10;
2. Save each chapter.
3. Upload annexes if necessary.
4. Click on **'Submit'**.
5. A confirmation message is shown with your reference number (See remarks).
6. Click on **'Back'**.
7. The eIntermediate Report is submitted.

If the desk needs more information or clarifications, a message will be sent to the partner to ask to submit a new version of the eIntermediate Report.

Tips

- Instead of completing all mandatory information online, you can also upload an eIntermediate Report that was created offline.

Remarks

- **The confirmation message serves as an acknowledgement receipt. This message has a legal value. It proves that DG ECHO has received the document.**
- **All fields with an asterisk [*] and all chapters with an exclamation mark are mandatory and have to be completed.**

Chapters

Complete chapters 1 to 10 (IR)

eIntermediate Report > Complete chapters 1 to 10

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements search' screen is shown. Search for the Agreement for which you wish to create an eIntermediate Report or click on an existing Intermediate Report linked to this Grant Agreement. Click on chapters 1 to 10.

Profiles

People who can complete chapters of eIntermediate Reports have:

- An Encoder profile.
- A Sender profile.

Complete chapter 1: General Information

If any supplementary agreement(s) have been appraised towards this action complete the field 1.11

1. Click on **'Add a row'**.
2. Click on the calendar icon to add the **date of request.**
3. Click on the calendar icon to add the **date of Agreement.**
4. Introduce the subject of the agreement.
5. If necessary you can introduce the reference of the documents that you will annex.
6. Click on **'Save'**.

Remarks

- **Repeat these steps for each supplementary agreement.**

Chapters 2 to 10

For each chapter, complete the fields to reflect the evolution of the Action:

1. Introduce the necessary information for each question of the chapter.
2. Introduce, if necessary, the reference to the documents that are annexed.
3. Click on **'Save'**.

Remarks

- **All chapters with an exclamation mark are mandatory and have to be completed. You have to click on 'Save' even if you do not alter any of the information.**

eFinal Report

Introduction eFinal Report

The eFinal Report gives the possibility to report any relevant or significant activities, changes and problems.

At final report stage, it is recommended to mention particular difficulties faced during the implementation, lessons learnt, ideas for future projects and to provide any other information which is considered useful for a better understanding/evaluation of the implemented actions and its achievements. Chapter 13 of the eFinal Report permits you to add conclusions and comments.

Descriptions of the related costs and means can be required, as well as any copies of press releases, press cuttings, all publications and audiovisual materials produced and any relevant visibility items or pictures thereof. As described in the guidelines for the Final Financial Report, the documents which complete the Final Report have to be annexed to the Final Report.

Functions

Create a new eFinal Report

Agreements search screen > New eFinal Report

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements search' screen is shown. Search for an Agreement in the status 'ongoing'. The function 'New e-Final' is shown.

Profiles

People who can create eFinal Reports have:

- An Encoder profile.
- A Sender profile.

Create a new eFinal Report

1. Click on **'New e-Final'**.
2. Click on **'OK'** to confirm the creation of a new e-Final report.
3. Click on each tab starting from the first.
4. Introduce the required information in the fields.
5. Click on **'Save'**.
6. Click on **'Annexes'** at the top of the navigation tab to add annexes.
7. Click on **'Submit'** at the top of the navigation tab.

Tips

- You can also use the 'upload' function to upload a validated eFinal Report made in the PDF eSingleForm offline application.

Remarks

- **Tabs with a magnifying glass are 'read only'.**
- **All tabs with an exclamation mark are mandatory and have to be completed.**
- **Annexes are mandatory.**
- **The activity can only be submitted after having completed all mandatory fields.**

Submit an eFinal Report

Agreements search screen > New eFinal Report

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements search' screen is shown. Search for an Agreement in the status 'ongoing'. The function 'New e-Final' is shown.

Profiles

People who can submit eFinal Reports have:

- A Sender profile.

Submit an eFinal Report

1. Introduce at least all mandatory information:
   - Chapters 1 to 10.
   - Chapter 11;
   - Chapter 13.
2. Save each chapter.
3. Upload annexes if necessary.
4. Click on **'Submit'**.
5. A confirmation message is shown with your reference number (See remarks).
6. Click on **'Back'**.
7. The eFinal Report is submitted.

If the desk needs more information or clarifications, a message will be sent to the partner to ask to submit a new eFinal Report.

Tips

- Instead of completing all mandatory information online, you can also upload an eFinal Report that was created offline.

Remarks

- **The confirmation message serves as an acknowledgement receipt. This message has a legal value. It proves that DG ECHO has received the document.**
- **All fields with an asterisk [*] and all chapters with an exclamation mark are mandatory and have to be completed.**

Chapters

Complete chapters 1 to 10 and Annex A (FR)

eFinal Report > Chapters 1 to 10 and Annex A

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements' search screen is shown. Search for an Agreement. Select the Agreement for which you wish to create an eFinal Report or click on an existing eFinal Report linked to this Agreement. Click on chapters 1 to 10 and Annex A.

Profiles

People who can complete the chapters of the eFinal Reports have:

- An Encoder profile.
- A Sender profile.

Chapters 1 to 10 and Annex A

1. Click on each chapter on the left side of the screen.
2. Introduce a justification in the fields of each chapter. Explain why a progress, goal or result was achieved or why not.
3. Complete the fields that are additionally shown.

Remarks

- **Chapters 1 to 10 and Annex A have been completed by the system.**
- **The newly added fields in these chapters have to be completed.**

Complete chapter 11 (FR)

eFinal Report > Chapter 11

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements' search screen is shown. Search for an Agreement. Select the Agreement for which you wish to create an eFinal Report or click on an existing draft eFinal Report linked to this Agreement. Click on chapter 11.

Profiles

People who can complete the chapters of the eFinal Reports have:

- An Encoder profile.
- A Sender profile.

Complete chapter 11: Financial overview

1. Introduce the '**Final Budget'** for each listed operation.
2. Introduce the **'Final Budget'** of the indirect costs.
3. Click on **'Save'**.
4. If the introduced amounts do not comply with the validation rules, the financial overview is not saved and the message 'Data validation' is shown.
5. Correct the amounts and click on **'Save'** once more.

Tips

- Click on the green exclamation mark right of the title to see a description of the fields and the list of the validation rules of the data.
- Only the 'Final Budget' is introduced in the Final Report.
- The 'Initial Budget', the 'Modified Budget' and the 'Committed amount' are introduced by the system because they have been provided upon the submission of the initial eRequest, the eModification Request and Intermediate Report.
- The total costs and the total financing are automatically calculated by the system.
- The intermediate and final budgets are automatically calculated by the system.

Remarks

- **All fields with an asterisk [*] and all chapters with an exclamation mark are mandatory and have to be completed.**
- **As described in the guidelines for the Final Financial Report, the documents which complete the Final Report have to be annexed to the Final Report.**

Complete chapter 13 (FR)

eFinal Report > Chapter 13

Click on **'Agreement'** in the main menu of APPEL. The 'Agreements' search screen is shown. Search for an Agreement. Select the Agreement for which you wish to create an eFinal Report or click on an existing draft eFinal Report linked to this Agreement. Click on chapter 13.

Profiles

People who can complete the chapters of the eFinal Reports have:

- An Encoder profile.
- A Sender profile.

Complete chapter 13: Conclusions and comments on the humanitarian organisation

1. Introduce the **'Comments and conclusions'.**
2. Click on **'Save'**.

Remarks

- **Chapter 13 only appears at the level of the eFinal Report.**

Useful links

Useful links

To obtain more information about the Framework Partnership Agreement and the eSingleForm click the links below:

- More information on the FPA general web page.
- More information on the eSingleForm (final!) guidelines.
- More information on the Partner helpdesk site.

The following list shows you the Frequently used pages of the eDocumentation:

- Grant Agreement result list
- Status of the operation
- Screen structure
- eDocument functions

FAQ

Frequently Asked Questions APPEL

General questions

What is APPEL used for?

APPEL gives the opportunity to organisations that are not yet recognised as ECHO Partners, to become known to ECHO by applying for the Framework Partnership Agreement (FPA) in order to become an ECHO Partner.

APPEL is also used by existing ECHO Partners to update their administrative data. This helps the smooth and fast management of projects.

At the same time, it allows Partners to update operational and financial information which can then be used by ECHO for the periodic assessment of Partners foreseen under the FPA.

The ECHO Partner submits the eDocuments of the eSingleForm to ECHO via APPEL. He can follow up on these eDocuments at all times.

Why are there two authentication systems in APPEL?

APPEL is currently being transformed to a more comprehensive tool for a two-way electronic exchange of information between ECHO and its Partners.

Therefore, a new authentication system based on ECAS is being introduced.

The previous authentication system is still available, however Partners and potential Partners are encouraged to create their own ECAS account as soon as possible in order to familiarize themselves with the new authentication system.

Which are the types of access in ECAS?

ECAS allows three different types of profiles to access APPEL and other applications that require an ECAS account:

- A profile to consult;
- A profile to update;
- A profile to submit.

Who should use the new authentication system in APPEL?

The new authentication system is recommended for connecting to APPEL. It has to be used by all new organisations that wish to apply for the Framework Partnership Agreement (FPA).

In order to be able to connect to APPEL via the new authentication system, you first need to create your ECAS account by registering yourself in ECAS.

How can I work with the system APPEL?

You go to the site https://webgate.ec.europa.eu/appel/.

1. If you are already registered in ECAS
   - Click on 'connect to APPEL' listed under the new authentication system.
   - The 'ECAS login' screen is shown.
   - Change the login domain to 'External' if necessary.
   - Introduce your ECAS username and password.
   - Click on '**Submit**'.
   - The 'APPEL home' screen is shown.

2. If you are already registered and you have an APPEL username and password
   - Introduce your APPEL username and password under the old authentication system.
   - Click on 'Login'.
   - The 'APPEL home' screen is shown.

3. If you are not yet registered in ECAS or APPEL
   - Click on 'Register in ECAS' listed under the new authentication system.
   - Follow the registration process in ECAS.

What is the legality of the green colour for the traffic light?

The green status of the traffic light icon is given to the action as soon as ECHO signed the Agreement and sent it to the Partner. The traffic light itself is not legally binding.

What is the difference between 'save' and 'save as draft'?

The 'save' function checks the validity of the data and saves when the information is correct. When you save, you can still change the information afterwards as long as you haven't submitted the data. 'Save as draft' only saves the information without validating. The information always has to be saved before it is submitted.

When is an eRequest visible to DG ECHO?

The eRequest or any other eDocument is only visible in DG ECHO when it is submitted.

What is a new version of an eRequest?

As soon as you submit your eRequest, you cannot change it anymore or add extra attachments. If you want to change or add information or attachments you can use the function 'New version'.

The system provides you a copy of your original version and you can alter any information.

The function 'New version' becomes available as soon as you have submitted an eRequest and the Desk Officer starts with the appraisal/evaluation of your proposal.

A new version can be used to introduce changes to the initial request before the signature of the Agreement.

How can an eDocument be changed once it has been submitted to DG ECHO?

eDocuments that have been submitted to DG ECHO cannot be modified. However, a new version can be created from the previous one. As long as this new version is in the status 'Draft', you can make all required changes. The new version of the eDocument will have to be submitted to DG ECHO again.

I updated the partner data in APPEL, but the changes are not visible in the system. Why?

Before your modifications are visible, DG ECHO has to approve them. Once accepted, the data will be visible in the system.

Is it possible to modify the control status (A or P)?

You cannot change the control status, it is automatically added by APPEL. The control status depends on your FPA. When the control status is revised, APPEL will take this into account.

E.g. projects that started before a certain date will keep control status A, and the projects as of a certain date will have control mechanism P.

eSingleForm questions

You can find quite some questions about the eSingleForm on the site of the DG ECHO Partner's helpdesk.

Can APPEL be used for primary emergencies?

Yes, APPEL can be used for primary emergencies.

You can select 'yes' for the question 'Urgent action' in chapter 1 of the eRequest. Then you select 'ECHO Primary emergency decision', 'ECHO emergency decision' or 'Urgent action in the framework of another decision'.

The emergency type determines the amount of fields and the validation rules. When you create a primary emergency, fewer fields will need to be completed.

How do I submit a revised proposal?

You should submit a new version of an eRequest:

1. Go to APPEL/Requests.

2. Search for the **'eRequest'** for which you want to create a new version.
3. Click on the **'e-Request'** of your choice.
4. Click on **'New version'** in the navigation tab to confirm the creation of a new version for that eRequest.
5. Complete the **eSingle Form** by clicking on each chapter.
6. Click on **'Submit'**.

Why can't I submit a new version of an eRequest?

This can be caused by two reasons:

- You cannot submit a new version when the Desk is still working on the last submitted eRequest.
- You cannot submit a new version of the eRequest when the signature of the agreement has been launched. The system has a security control option to avoid that the Request is changed while the process for the signature is ongoing. However, the responsible Desk Officer can stop the process for the signature and allow the submission of a new version.

Why can't I create a new version of an eRequest?

New versions cannot be created or submitted during certain stages of the evaluation process.

E.g. It is impossible to create / submit a new version

- until the eDocument is assigned to a Desk Officer
- after the finalisation of the appraisal.

In case you still have to create / submit a new version, please contact the Desk Officer how to proceed.

Why can I only add 3 activities in the Logical framework, subchapter 4.3.1 of the eRequest?

The logical framework follows the FPA guidelines. The fact to have only 3 activities in the logical framework was discussed at length during the consultation on the new 2008 FPA.

The logical framework has to provide a good overview of the proposed action in line with the basics of project cycle management. It is an abbreviated version which contains a maximum of 3 main activities per result and no means and costs. The means and costs should be provided in subchapter 4.3.2. As a general rule, the logical framework should contain a maximum of three pages.

The idea is that the main activities are presented in the logical framework and all the details should be explained under subchapter 4.3.2. The logical framework in subchapter 4.3.1 should not merely be a copy of subchapter 4.3.2.

For more information, please consult the DG ECHO Partner's helpdesk.

I can introduce maximum 5 indicators per result in the logical framework. Why?

In the paper SingleForm, it was technically possible to give more than 5 indicators in the logical framework, but this was in fact not according to the rules of the eSingleForm. So in fact, the limitation to 5 indicators per result has not changed. APPEL follows the rules of the Single Form guidelines.

Technical questions

Which are the configuration requirements for APPEL?

The technical requirements for external access to APPEL are:

- An internet connection of > 256 Kb is recommended
- Internet browser IE 6.x or higher
- A screen resolution of 1280 x1024 is Recommended

Which browser should I use?

APPEL runs with Internet Explorer or Mozilla Firefox.

Should I submit the Modification Request (MR) first, or the Intermediate Report (IR)?

In case you wish to submit a MR and an IR simultaneously, there are two ways to submit the Intermediate Report and the Modification Request:

- First the IR, then the MR

  When the Intermediate Report is created, it is based on the last submitted eSingleForm. Therefore, the Intermediate Report cannot take the changes of the MR into account.

- First the MR, then the IR

  In this case, the creation of the IR will have to wait until the MR is approved. This way the Intermediate Report is based on the last agreed data of the MR. The changes of the MR are reflected in the IR.

A Modification Request can be submitted any time, regardless of the IR.

PDF eSingleForm 2008

Introduction

The PDF eSingleForm is a document that presents the eSingleForm in a PDF format.

This format has been developed to replace the current Offline eTools application.

Like the present Offline eTools application, the new PDF eSingleForm 2014 is linked to an XML file. The method for working offline has been simplified thanks to a form presented in one document and entirely reusing the eSingleForm.

To start working on an eDocument, you simply need to import an empty or a started XML file, depending on what you would like to do.

The eDocument can be exchanged with your colleagues or can be exported to be transferred to the online application.

In order to understand the functioning of this new tool, please read the step-by-step documentation explained in the chapters following this introduction.

This documentation helps you with the technical and functional aspects of the PDF eSingleForm. You can contact the http://www.dgecho-partners-helpdesk.eu/ to receive more information about the general and theoretical aspects of the PDF eSingleForm.

January 2013

Guidelines

Limitations and improvements

This new PDF eSingleForm contains several improvements but also contains some inconveniences:

- The system contains a limitation of bytes for each field, which is 3800 bytes for most fields.
- You can introduce more than 3800 bytes per field, but this amount has to be reduced to 3800 before exporting the file. A warning message is shown to indicate that you went over the byte limitation.
- The system doesn't allow the creation of the copy/pasting of tables in the fields. This is technically impossible with the PDF technology.
- It is not advised to work simultaneously on the same PDF file when it is placed on a shared drive. You may lose information.

The technical improvements provided by the PDF eSingleForm are the following:

- The logical framework is one of the most important tools for preparing and managing humanitarian aid actions. The visualisation of the matrix has improved to give a better overview of the vertical logic and also the relations between the objectives, the results, the indicators, the activities and the risks that come along.
- The PDF format also provides the possibility to highlight the modifications from other colleagues in different colours. This function, which will be explained in detail later on, facilitates the cooperation between the different people working on the document.

In general you will see that the navigation between the different chapters of the eSingleForm has been simplified compared to the previous Offline eTools application.

January 2013

Fields

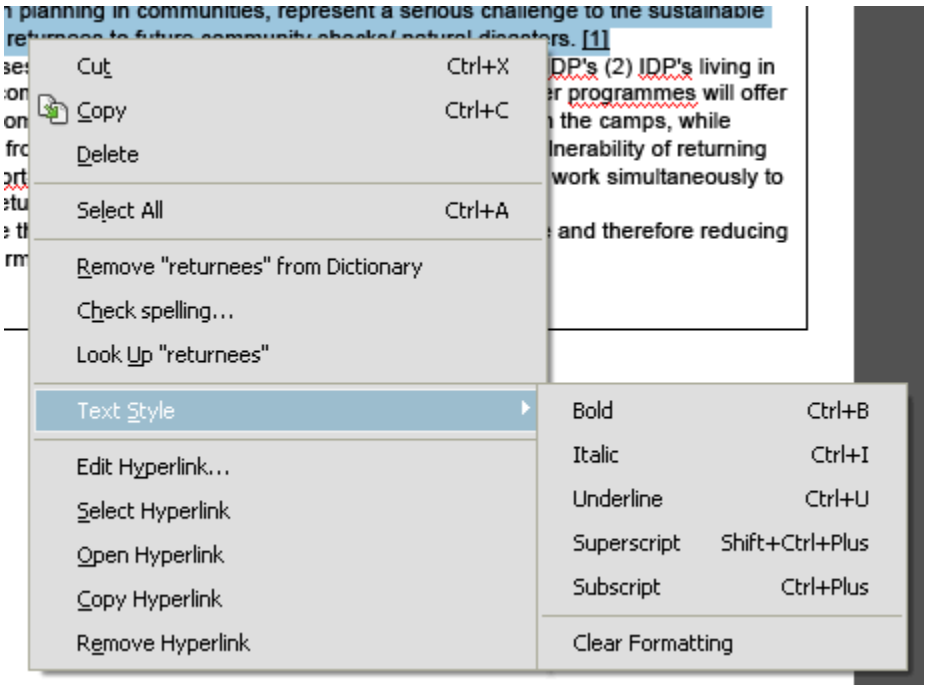
Text fields

Introduce text

1. Click in the text field.
2. Introduce or paste text.
3. Click outside the field to see your text.
4. The amount of used bytes is shown left below the field.

Format text

1. Select the text that needs to be formatted.
2. Right-click with your mouse.
3. Go to **'text style'**.
4. Select the styles that you prefer.



Tips

- You can also use the short key CTRL+E to format text.
- Among the formatting options, the following styles will stay: bold, colour, underline and italic.

Remarks

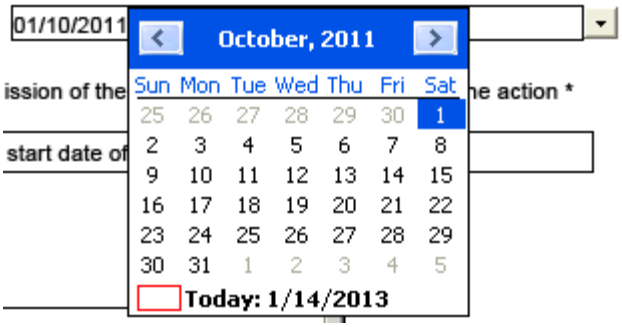
- **The text fields do not support any tables. If you want to import an XML file containing tables, these will be transformed into non-formatted text. A warning message will be shown to inform you.**
- **For consultation, the tables in non-formatted text are attached to the PDF in HTML format. These cannot be transferred online.**

- **If you wish to add tables, please annex them via APPEL online.**

Date field

Insert date

1. Click in the date field.
2. An arrow is shown right of the field.
3. Click on the arrow.
4. A calendar is shown.
5. Select a date.



Save and validate

Save

- The floppy disc icon on the top left of your screen saves your document but it doesn't validate it.

Tips

- When you leave or when you lock your pc, please save the PDF file by clicking on the floppy disc icon in order not to lose any introduced information.

Validate

You can either validate the entire eSingleForm, or validate per chapter or section:

- To validate the entire eSingleForm, you go to the home page and click on **'Validate eSingleForm'**. This validation can also be done on the last page of the PDF at the end on the eSingleForm.
- To validate per chapter or section, you click on **'Validate Chap x'** in the top right corner of the PDF eSingleForm page.

The result of the validation can be different:

- If the eSingleForm or the chapter isn't ok, a new page 'Form validation: validation error details' will be shown at the end of the PDF file. This page contains a list of mistakes in the eSingleForm or in the validated chapter with the location and description of the errors.
- If the eSingleForm or the chapter is ok, the message 'Validation successful' is shown.

Tips

- To facilitate the correction of the indicated mistakes in the validation form, you can navigate through the mistakes by clicking on **'Go to next error'** in the bottom right corner of the eSingleForm PDF page.
- Fields that are not validated are indicated in red.
- Underneath each chapter, an icon is shown, which is either a green 'V' or a red 'D'. If the icon is a red 'D', the chapter is not ok. If the icon is a green 'V', the chapter is validated and ok.

Janvier 2013

Screen structure

PDF eSingleForm

PDF eSingleForm > Home page

The home page of the PDF eSingleForm is shown.

Home page

The image below gives a detailed description of the functions on the home page of the PDF eSingleForm:

1. EN for English or FR for French: Select the language of your choice.
2. Import XML: Click on this function to import an XML file.
3. Type of eDocument: Indicates the type of document you are working on.
4. Validate & Export: Click on this function to validate and export the eDocument.
5. Export XML without validation: Click on this function to export the XML file without validating it.
6. Validate eSingleForm: Click on this function to validate the eSingleForm.
7. Version of the PDF eSingleForm and of the XML file.
8. Notes: Select this option if you want to the notes to be shown.
9. Highlight changed/added fields: Select this option of you want to see all modifications created in this eDocument.

January 2013

Adobe PDF Reader functions

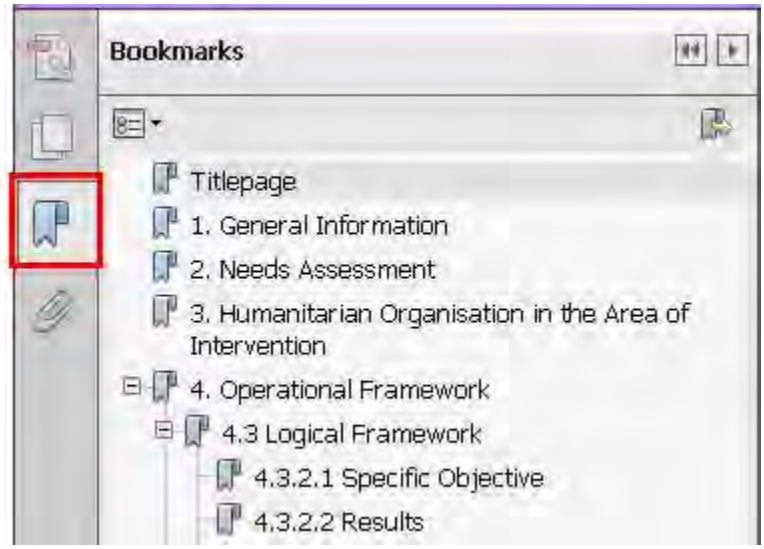
Navigate through the eSingleForm

PDF eSingleForm > Home page

The home page of the PDF eSingleForm is shown.

Navigate through the eSingleForm

1. Import an existing eDocument or an XML file template.
2. Click on **'Bookmarks'**.
3. The list of chapters is shown.
4. Click on the chapter of your choice to access the chapter directly.



Tips

- You can also navigate through the eSingleForm by clicking on the scroll bar.

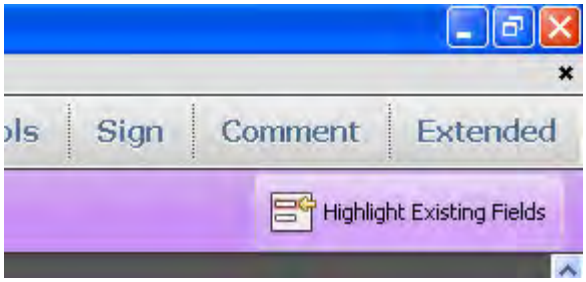
Highlight mandatory fields

PDF eSingleForm > Home page

The home page of the PDF eSingleForm is shown.

Highlight mandatory fields

1. Import an existing eDocument or an XML file template.
2. Click on **'Highlight Existing Fields'** in the top right corner of your screen.
3. The modifiable and mandatory fields are shown in red frames.
4. Complete the eSingleForm.
5. The modified fields are highlighted in yellow.
6. To delete the red frames, click on **'Highlight Existing Fields'** once more in the top right corner of your screen.
7. The modified fields stay highlighted in yellow.



Tips

- Only mandatory fields have a red frame.
- Modifiable fields have a background color.
- Non-modifiable fields have a white background.
- In certain stages of the eSingleForm, there will be fields that become inactive. E.g. in the eIntermediate Report, only the fields of the eIntermediate Report can be changed.

January 2013

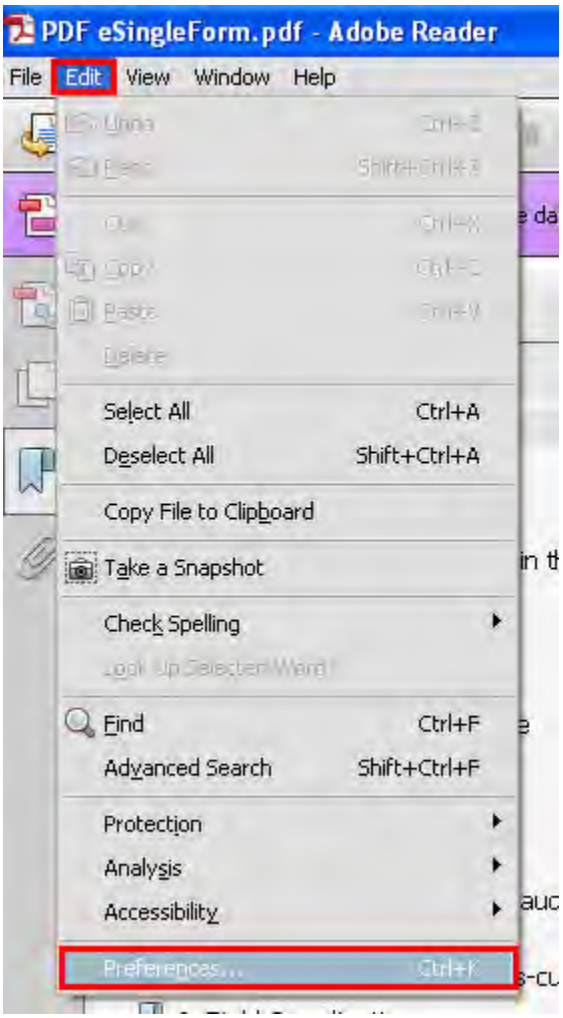
Change auto correction language

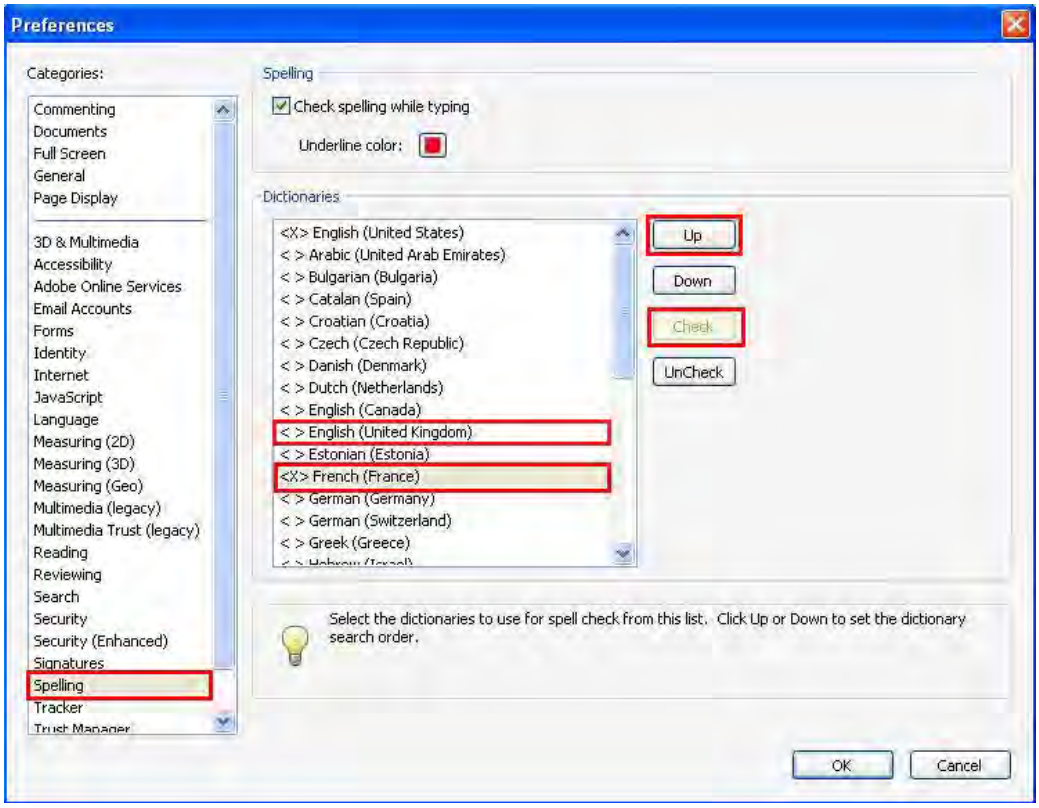
PDF eSingleForm > Home page

The home page of the PDF eSingleForm is shown.

Change auto correction language

1. Import an existing eDocument or an XML file template.
2. Click on **'Edit'**.
3. Click on **'Preferences'**.
4. Click on **'Spelling'** in the category list.
5. Select the language that Adobe Reader should use for the spelling corrector.
6. Click on **'Check'**.





Tips

- In the image above, the system will correct in **'English (United States)'**. If you want the system to correct e.g. in **'French (France)'**, then you need to select this language (as shown below) and click on **'Up'** to move this language to the top of the list.
- Click on a language and click on **'UnCheck'** to deselect the language.

January 2013

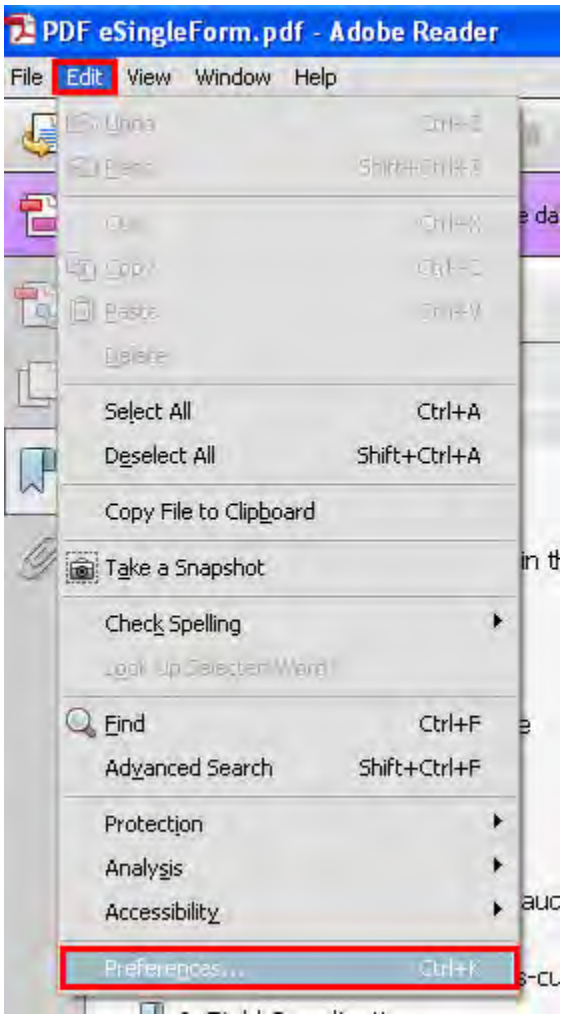
Change colours

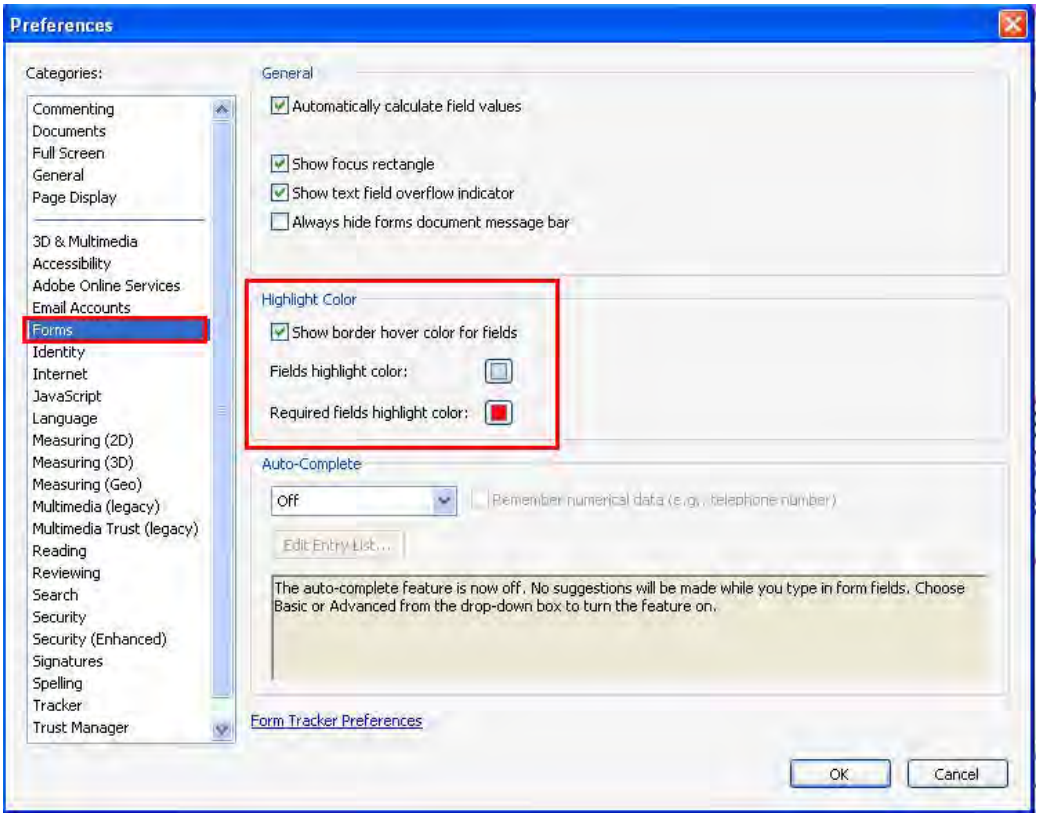
PDF eSingleForm > Home page

The home page of the PDF eSingleForm is shown.

Change colours of the highlighted fields or mandatory fields

1. Import an existing eDocument or an XML file template.
2. Click on **'Edit'**.
3. Click on **'Preferences'**.
4. Click on **'Forms'** in the category list.
5. Go to the frame **'Highlight color'** and click on the colour that you wish to modify.
6. The background colour of the fields and the field frames of the mandatory fields can be modified.





January 2013

Annex documents

PDF eSingleForm > Home page

The home page of the PDF eSingleForm is shown.

Annex documents

1. Import an existing eDocument or an XML file template.
2. Click on the icon **'Annexes'**.
3. Click on **'Add'** to attach a document.

Tips

- When you add annexes to the PDF, don't forget to add these annexes in APPEL afterwards because the annexes are not exported together with the eSingleForm content.

Remarks

- **The annexes need to be added afterwards in APPEL.**
- **Only the XML file (not the annexes) will be imported in APPEL.**

January 2013

eSF Functions

Download the PDF

APPEL > eRequest search screen > New eRequest

Click on 'eRequest' in the main menu of APPEL. The eRequests search screen is shown. The functions **'New RQ - Non-emergency action'**, **'New RQ - Emergency decision/Urgent action'** and **'New RQ - Complementary activities'** are shown.

Profiles

People who can create a draft eMR, eIR or eFR have:

- An Encoder profile.
- A Sender profile.

Download the PDF

1. Create a draft.
2. Click on 'Download eSF'.
3. The window 'Do you want to save xxx.pdf from webgate.ec.europa.eu?' is shown.
4. Click on 'Save' and select 'Save as'.
5. Save the PDF file on your computer or on another location (USB,...).

Tips

- Once you've imported the xml file into the PDF, the PDF file with the xml file included will be the file that you and your colleagues need to work on.
- The xml file should not be exchanged, please always send the PDF file with the xml file included.

Remarks

- **Adobe Reader is the only application that can be used to open the PDF eSingleForm.**

Import an xml file

PDF eSingleForm > Home page

The home page of the PDF eSingleForm is shown.

Import an XML file

1. Click on the function **'Import XML'**.
2. Select the XML file that you wish to open.
3. The type of the imported eDocument will be shown in blue on the home page.

Tips

- After importing the file, you select a language on the home page of the eSingleForm.

January 2013

Complete a Humanitarian Action

PDF eSingleForm > Home page

The home page of the PDF eSingleForm 2014 is shown.

Complete a Humanitarian Action

1. Import an existing eDocument or an XML file template.
2. Go through the PDF eSingleForm file.
3. Complete at least all mandatory information.
4. On the home page or on the last page of the PDF eSingleForm, click on 'Validate the eSingleForm' to verify the form.
5. If the eSingleForm is not ok, a new page 'Form validation: Validation error details' is added at the end of the PDF file. This page contains a list with the errors that were found in the form, with a description and the location of the errors.
6. If the eSingleForm is ok, the message 'Validation successful' is shown.
7. Click on 'Ok'.

Tips

- Please also check the chapter 'Save and validate'.
- The system contains a limitation of bytes for each field, which is 3800 bytes for most fields.
- You can introduce more than 3800 bytes per field, but this amount has to be reduced to 3800 before exporting the file. A warning message is shown to indicate that you went over the byte limitation.
- If a field contains more than 3800 bytes, the field cannot be exported. You need to reduce the amount of bytes before exporting the file.
- When you move the mouse over a field, you receive tips about the content of the field.

January 2013

Complete the logical framework

PDF eSingleForm > Home page

The home page of the PDF eSingleForm is shown.

Complete the logical framework

1. Import an existing eDocument or an XML file template.
2. Go to chapter 4.3.1.
3. Introduce the **'Principal objective'**.
4. Introduce the **'Specific objective'**.
5. Click on **'Add an indicator'**.
6. Complete the fields of the indicator.
7. Click on **'Add a result'**.
8. Complete the fields of the result.
9. The **'Total amount'** of the result is shown after introducing it in chapter 4.3.2.
10. Add and complete all the results that are needed.
11. Go to chapter 4.3.2.
12. The information introduced in chapter 4.3.1 is copied to chapter 4.3.2.
13. Complete and introduce details in the fields wherever needed.

Tips

- You can add maximum 10 indicators for the specific objective and maximum 5 indicators per result.
- Only the three first activities per result are shown in the system.
- Only 3 activities can be added per result in chapter 4.3.1.
- You can add more activities per result in chapter 4.3.2.
- Click on **'X'** on the right of the field to delete the field.
- Click on **'Delete'** to delete an element.
- Click on **'Show'** to see the result details in chapter 4.3.2.

January 2013

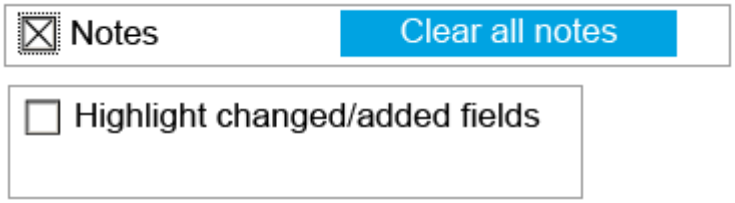
Add notes

PDF eSingleForm > Home page

The home page of the PDF eSingleForm is shown.

Add notes

1. Import your XML file.
2. Select 'Notes' at the bottom of the home page in the PDF eSingleForm.
3. Add notes in the field 'Notes' that is shown at the bottom of each chapter.



Tips

- The text introduced in the field **'Notes'** can be formatted the same way as the other text fields.
- The fields for the notes do not have a byte limit. The field can contain as many characters as you want.
- Deselect **'Notes'** to hide the notes.
- Click on **'Delete notes'** to delete the notes.

January 2013

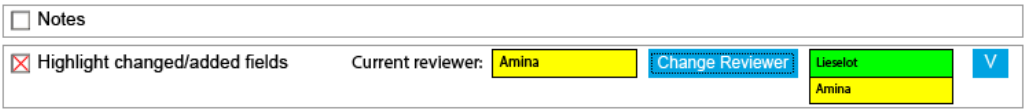
Highlight changes

PDF eSingleForm > Home page

The home page of the PDF eSingleForm is shown.

Highlight changes

1. Import an XML file.
2. Select 'Highlight changed/added fields' at the bottom of the home page of the PDF eSingleForm.
3. Introduce your name in the field 'Current reviewer'.
4. The colour of the field with your name, is the colour that indicates your changes.
5. Start your changes.



Change reviewer

1. Go to the bottom of the home page of the PDF eSingleForm.
2. Click on 'Change reviewer'.
3. Introduce your name (new reviewer).
4. Start your changes.

Stop highlighting changes without validation

1. Go to the bottom of the home page of the PDF eSingleForm.
2. Deselect 'Highlight changed/added fields'.
3. The name(s) of the reviewer(s) stay visible after deselecting this option.
4. The modified fields stay highlighted in the colour of the reviewer.

Validate the changes and stop highlighting changes

1. Go to the bottom of the home page of the PDF eSingleForm.
2. Click on the 'V' that is shown next to the reviewer to validate the modifications of this person(s) and to stop highlighting changes.
3. The names of the reviewers are no longer shown.
4. The changed fields are no longer highlighted.

January 2013

Export XML file

PDF eSingleForm > Home page

The home page of the PDF eSingleForm is shown.

Export an XML file

1. At the bottom of the PDF eSingleForm, click on **'Validate and export XML'** to validate and export your eSingleForm, completed offline. Click on '**Export XML without validation'** to export without validating.
2. The message **'Save as'** is shown.
3. Save the XML file.

Remarks

- **If one of the fields in the eSingleForm contains more bytes than authorised, you will not be able to export the file. The fields with too many bytes will be mentioned on the last page of the eSingleForm.**
- **If the eSingleForm is not ok, the validation error details will be shown on the last page of the eSingleForm.**
- **The file can either be uploaded completely or partially into APPEL online.**

January 2013

Upload an offline completed Humanitarian Action

APPEL > eRequests

The eRequests search page is shown.

Profiles

People who can create eRequests have:

- An Encoder profile.
- A Sender profile.

Upload an offline completed Humanitarian Action

Upload an eSingleForm that was completed offline into APPEL online.

1. Click on **'New eRequest'**.
2. A confirmation message for the creation of the new eRequest is shown. Click on **'Ok'**.
3. Click on **'Upload'** at the bottom of the screen.
4. A confirmation message is shown for the creation of a new document starting from an XML file. Click on **'Ok'**.
5. Click on **'Browse'**.
6. In the message **'Choose file'**:
   1. Choose the XML file corresponding to the eSingleForm that needs to be uploaded. This XML file is located on your pc (where you saved it)
   2. Click on 'Open'.
7. Select '**Full upload'** or '**Partial upload'** for your XML file (See tips).
8. Click on **'Upload offline document'** if you wish to submit the selected XML file.
9. If you selected **'Partial upload'**, select the parts of the document that you wish to upload.
10. Click on **'Process upload'**.
11. The message **'Upload of project is ok'** is shown.
12. Click on '**Back to eDocument'**.
13. The offline completed humanitarian action is now accessible online.

Tips

- Chapter 12 cannot be completed offline, it needs to be completed online.
- When you only completed a part of the eSingleForm, the person uploading the file (Sender) has the possibility to upload only that completed part by selecting 'Partial upload'.
- To upload an eIntermediate Report, an eRequest, and eModification Request or an eFinal Report, please consult the APPEL manual or click on **'Help'** online.

Remarks

- **When you select the incorrect XML file to upload, an error message is shown.**
- **The annexes need to be added when working online.**
- **If you only upload a part of the project, you need to validate the chapters one by one in APPEL online, also those chapters that have no new content after the upload. When everything is uploaded, click on 'Validate' in the top left corner of the online eDocument.**
- **After having uploaded the eSingleForm, you click on 'Save' and 'Submit' online, to complete the eDocument. The eDocument is now submitted to DG ECHO.**

January 2013

PDF eSingleForm 2014

Introduction

The PDF eSingleForm 2014 is an interactive document that presents the eSingleForm in a PDF format following the Framework Partnership Agreement (FPA) 2014.

Before starting to work offline, you need to create a draft eDocument of a project in APPEL online. After the creation of the draft, the XML file of the draft eDocument needs to be exported from APPEL and then imported into the empty PDF eSingleForm 2014.

The empty PDF eSingleForm 2014 can be downloaded from APPEL.

If you want to share the eSingleForm with your colleagues, you need to import the XML file into the PDF eSingleForm 2014 first. Please do not send the XML file separately.

To learn more about the PDF eSingleForm 2014, please read the step by step information that follows this introduction.

The name 'eDocument' is used for the different files used in the eSingleForm, which are the eRequest, eModification Request, eIntermediate Report and eFinal Report.

This documentation helps you with the technical and functional aspects of the PDF eSingleForm 2014. You can contact the http://www.dgecho-partners-helpdesk.eu/ to receive more information about the general and theoretical aspects of the PDF eSingleForm 2014.

7th of November 2013

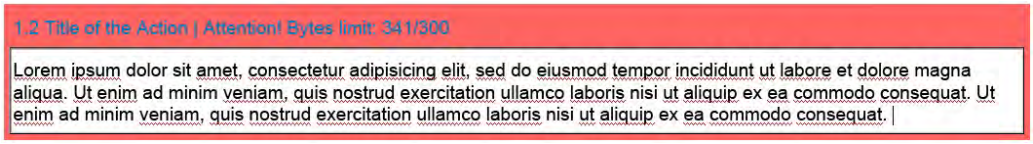
Guidelines

Limitations and improvements

Limitations

The limitations in the system are the following:

- Each field can contain a limited number of bytes. This limitation is different per field. The message 'Attention! Bytes limit: x/y' is shown. The letter x represents the number of bytes you used, the letter y represents the limitation for that field.
- In the example below, 341 bytes were used and the limit is set to 300 bytes. You need to reduce the text to be able to complete the rest of the PDF eSingleForm 2014.


1.2 Title of the Action | Attention! Bytes limit: 341/300
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

- You cannot copy/paste tables in the fields of the PDF eSingleForm 2014. This is not possible due to the limitations of the PDF technology.
- It is not advised to work on the PDF file simultaneously with other colleagues, e.g. while placing the PDF file on a shared drive or server. You might lose your work when using the file simultaneously.
- It is advised to send the XML file together with the PDF file in which it has been imported. Please do not send the XML file separately.

Improvements

The technical improvements of the PDF system are the following:

- The logical framework is one of the most important tools for the preparation and management of the humanitarian action. The visibility of the logical framework has been improved to reflect the vertical logic as well as the relations between the objectives, the results, the indicators, the activities and the risks that come along. The logical framework is situated between chapters 10 and 11 of the eSingleForm.
- The PDF format provides the possibility to highlight your colleagues' modifications per field in different colours. This function, which will be explained in detail later on, facilitates the cooperation between the different people working on the document.
- The new features of the PDF eSingleForm 2014 are explained on the Partner Helpdesk site of DG ECHO: http://www.dgecho-partners-helpdesk.eu/
- Click on the button 'Result' in chapter 4.3 to see the detailed result. To hide the details, you click on the same button again.

Fields

Text field

Introduce text

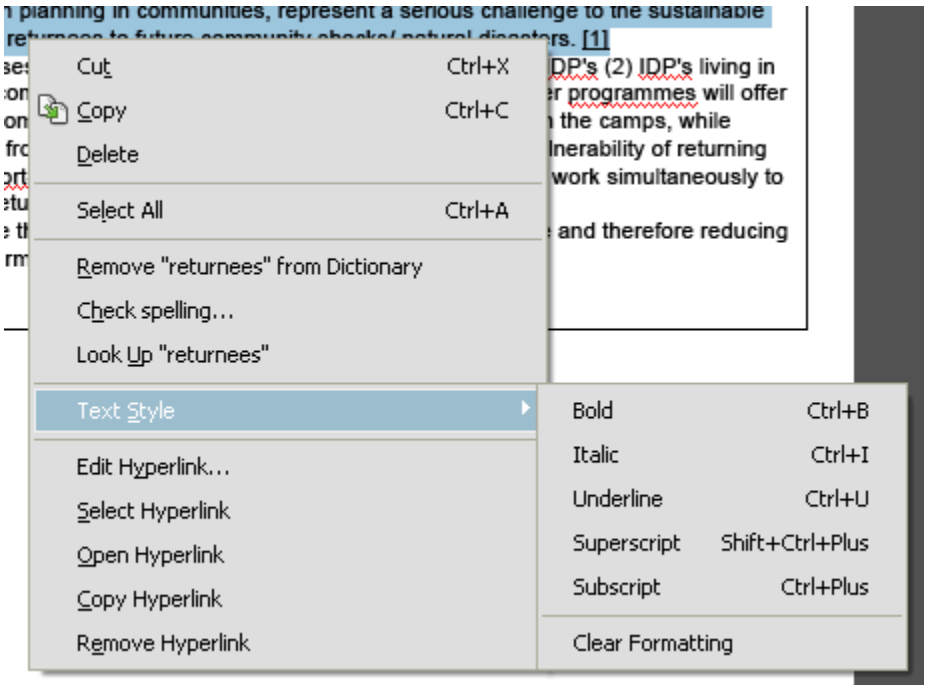
1. Click in the text field.
2. Introduce or paste your text.
3. Click next to the field to see your text.

Tips

- Each field can contain a limited number of bytes. This limitation is different per field. The message 'Attention! Bytes limit: x/y' is shown. The letter x represents the number of bytes you used, the letter y represents the limitation for that field.

Format text

1. Select the text that should be formatted.
2. Right-click on the text.
3. Go to **'Text style'**.
4. Select the style that you prefer.



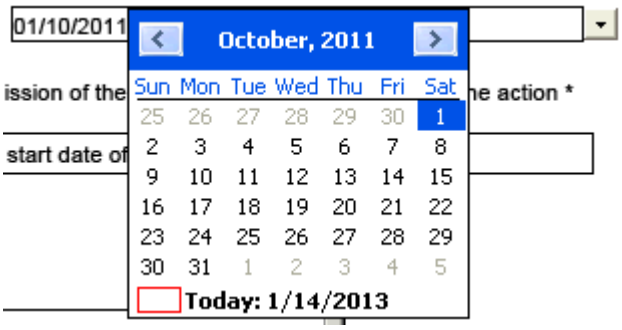
Tips

- You can also use the short key CTRL+E to format text.
- Among the formatting options, the following styles will stay: bold, colour, underline and italic.

Date field

Insert date

1. Click in the date field.
2. An arrow is shown right of the field.
3. Click on the arrow.
4. A calendar is shown.
5. Select a date.



Save and validate

Save

- The floppy disc icon on the top left of your screen saves your document but it doesn't validate it.

Tips

- When you leave or when you lock your pc, please save the PDF file by clicking on the floppy disc icon in order not to lose any introduced information.

Validate

You can either validate the entire eSingleForm, or validate per chapter or section:

- To validate the entire eSingleForm, you go to the home page and click on **'Validate eSingleForm'**. This validation can also be done on the last page of the PDF at the end on the eSingleForm.
- To validate per chapter or section, you click on **'Validate Chap x'** in the top right corner of the PDF eSingleForm page.

The result of the validation can be different:

- If the eSingleForm or the chapter isn't ok, a new page **'Form validation: validation error details'** will be shown at the end of the PDF file. This page contains a list of mistakes in the eSingleForm or in the validated chapter with the location and description of the errors.
- Fields that are not validated are indicated in red.
- Next to each chapter, a green 'V' indicates that the chapter is validated.

Screen structure

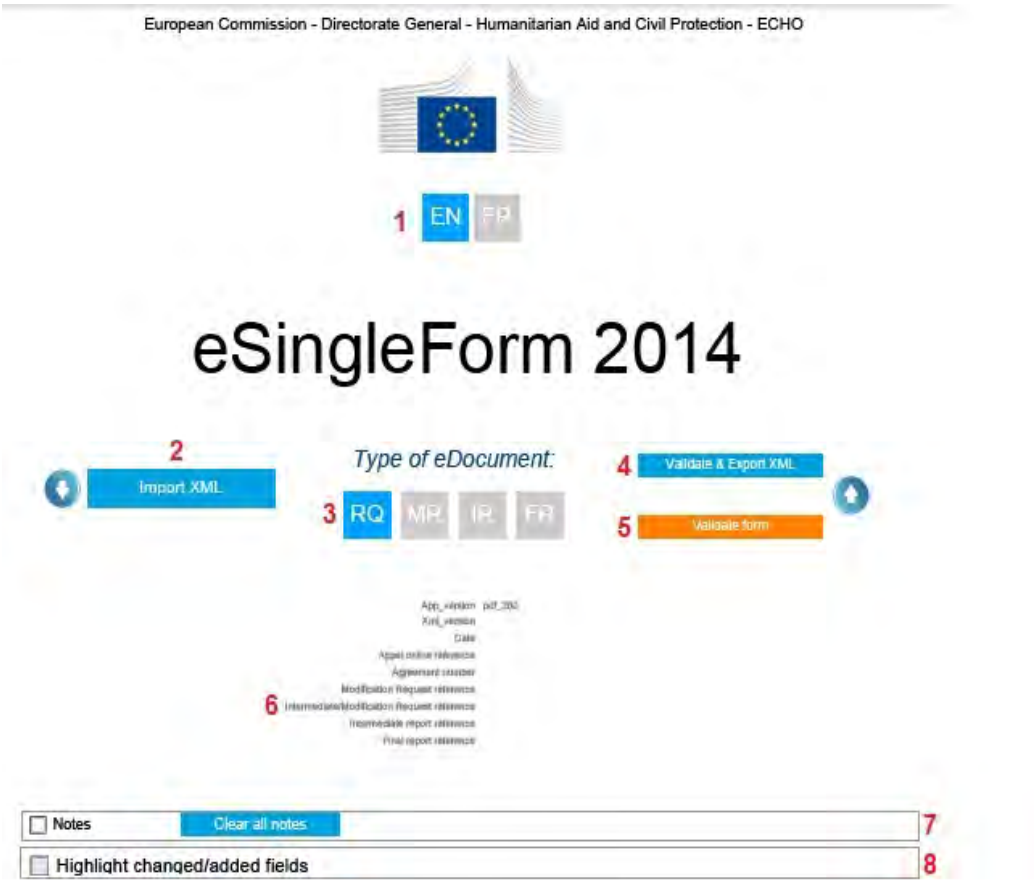
PDF eSingleForm

PDF eSingleForm > Title page

The title page of the PDF eSingleForm 2014 is shown.

Title page

The image below gives a detailed description of the functions on the title page of the PDF eSingleForm 2014:



1. EN for English or FR for French: Select the language of your choice.
2. Import XML: Click on this function to import an XML file.
3. Type of eDocument: Indicates the type of document you are working on.
4. Validate & Export: Click on this function to validate and export the eDocument.
5. Validate eSingleForm: Click on this function to validate the eSingleForm.
6. The APPEL reference number is the reference number of the project in APPEL. Once you've completed it offline, you need to upload the XML file into this APPEL project.
7. Notes: Select this option if you want the notes to be shown.
8. Highlight changed/added fields: Select this option of you want to see all modifications created in this eDocument.

Adobe PDF Reader functions

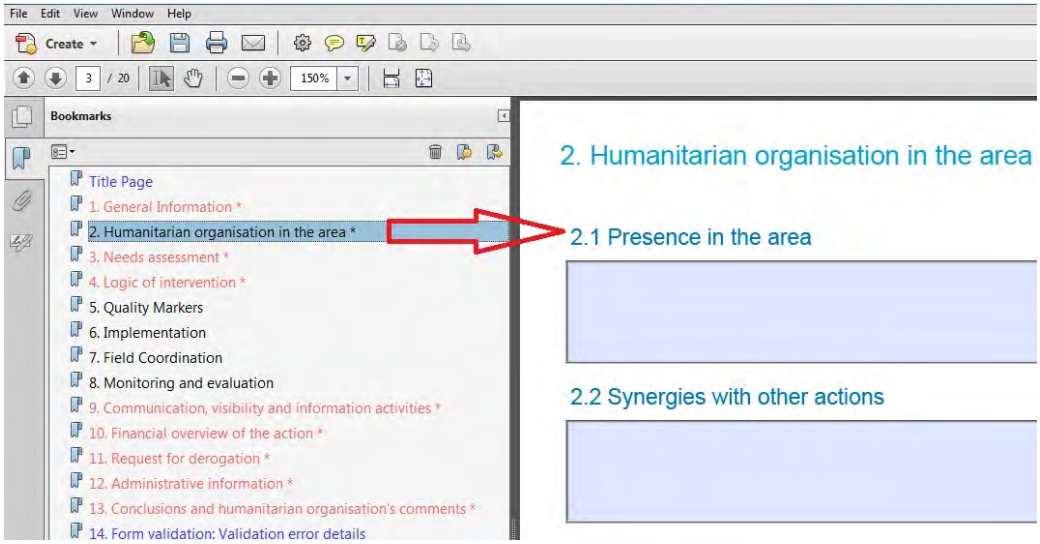
Navigate through the eSingleForm

PDF eSingleForm > Title page

The title page of the PDF eSingleForm 2014 is shown.

Navigate through the eSingleForm

1. Click on the **'Bookmarks'** icon.
2. The list of chapters is shown.
3. Click on the chapter of your choice to access the chapter directly.


File Edit View Window Help
Create
3 / 20
150%
Bookmarks
Title Page
1. General Information *
2. Humanitarian organisation in the area *
3. Needs assessment *
4. Logic of intervention *
5. Quality Markers
6. Implementation
7. Field Coordination
8. Monitoring and evaluation
9. Communication, visibility and information activities *
10. Financial overview of the action *
11. Request for derogation *
12. Administrative information *
13. Conclusions and humanitarian organisation's comments *
14. Form validation: Validation error details
2. Humanitarian organisation in the area
2.1 Presence in the area
2.2 Synergies with other actions

Tips

- The chapters indicated in blue are not part of the eSingleForm.
- The chapters indicated in red are always visible in the eSingleForm in any type of action.
- The chapters indicated in black are not always visible, e.g. there are less chapters for urgent actions.
- The chapter that you have open on your screen is indicated in black and highlighted in grey (see image above).
- You can also navigate through the eSingleForm by clicking on the scroll bar.
- Go to view/page display/enable scrolling in the PDF menu to facilitate the navigation through the document.

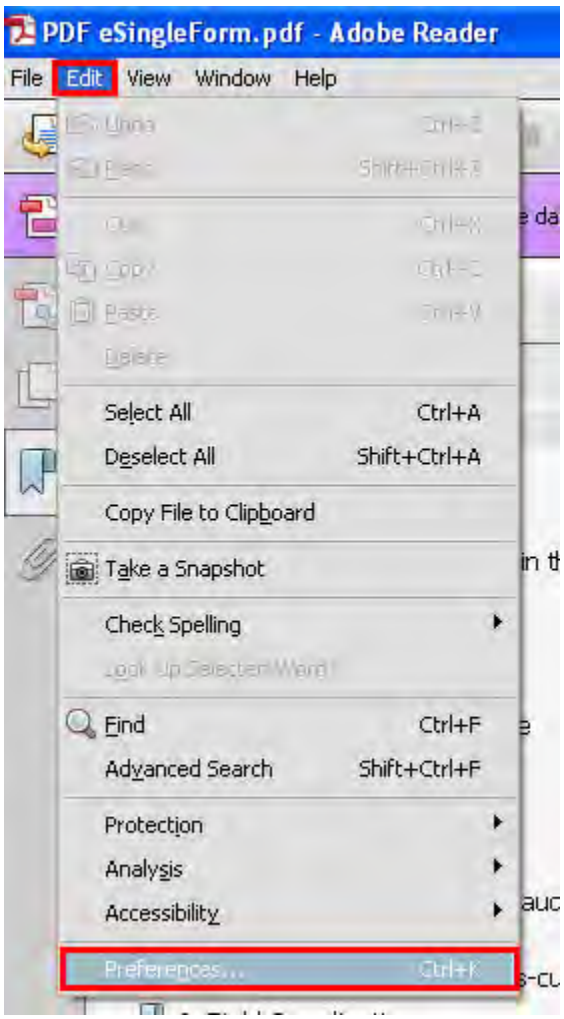
Change auto correction language

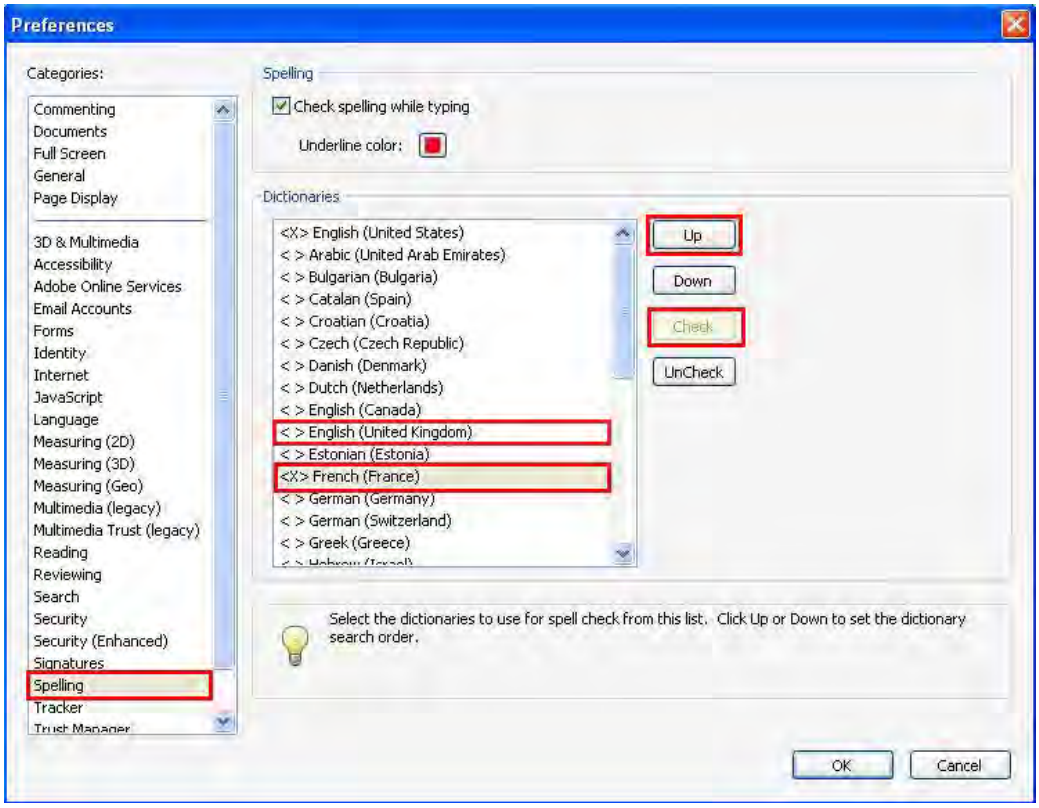
PDF eSingleForm > Title page

The title page of the PDF eSingleForm 2014 is shown.

Change auto correction language

1. Click on **'Edit'**.
2. Click on **'Preferences'**.
3. Click on **'Spelling'** in the category list.
4. Select the language that Adobe Reader should use for the spelling corrector.
5. Click on **'Check'**.





Tips

- In the image above, the system will correct in **'English (UK)'**. If you want the system to correct e.g. in **'French (France)'**, then you need to select this language (as shown below) and click on **'Up'** to move this language to the top of the list.
- Click on a language and click on **'UnCheck'** to deselect the language.

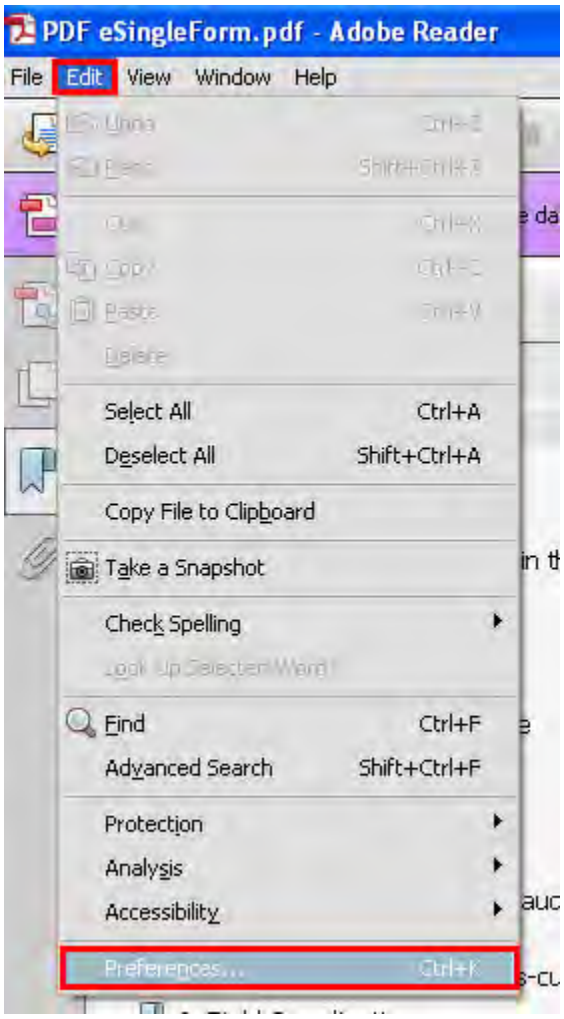
Change colours

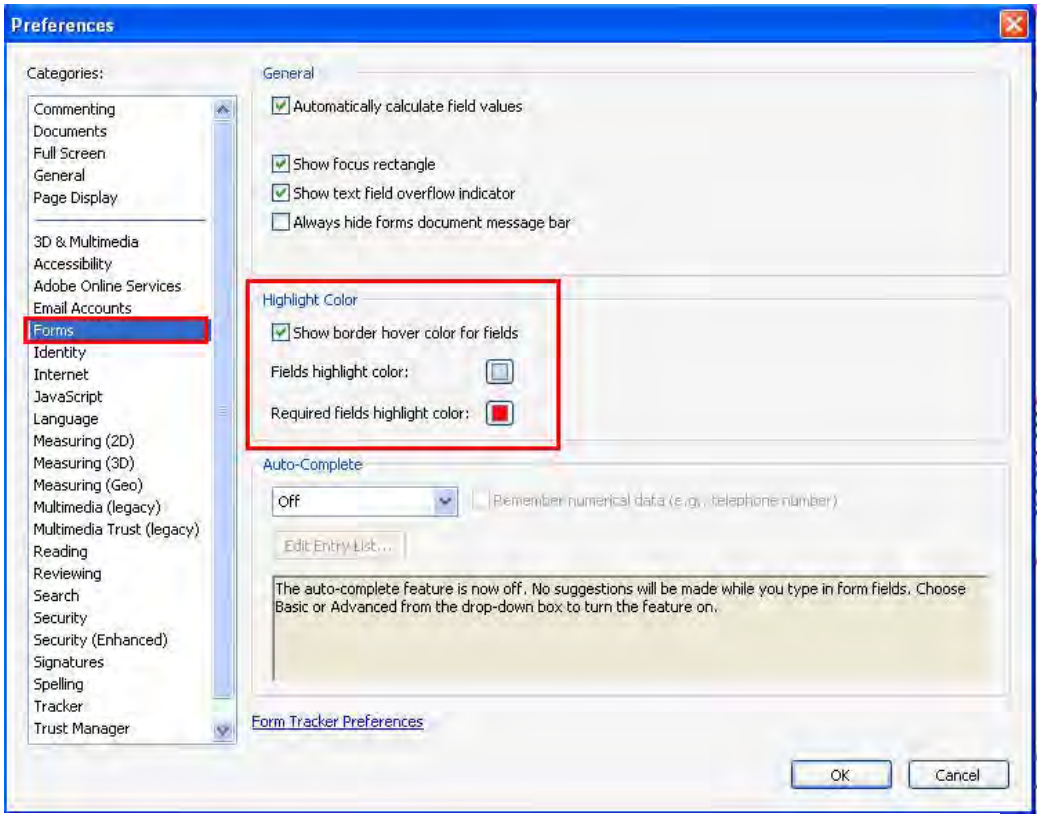
PDF eSingleForm > Title page

The title page of the PDF eSingleForm 2014 is shown.

Change colours of the highlighted fields or mandatory fields

1. Click on **'Edit'**.
2. Click on **'Preferences'**.
3. Click on **'Forms'** in the category list.
4. Go to the frame **'Highlight color'** and click on the colour that you wish to modify.
5. The background colour of the fields and the field frames of the mandatory fields can be modified.




Preferences
Categories:
Commenting
Documents
Full Screen
General
Page Display
3D & Multimedia
Accessibility
Adobe Online Services
Email Accounts
Forms
Identity
Internet
JavaScript
Language
Measuring (2D)
Measuring (3D)
Measuring (Geo)
Multimedia (legacy)
Multimedia Trust (legacy)
Reading
Reviewing
Search
Security
Security (Enhanced)
Signatures
Spelling
Tracker
Trust Manager
General
Automatically calculate field values
Show focus rectangle
Show text field overflow indicator
Always hide forms document message bar
Highlight Color
Show border hover color for fields
Fields highlight color:
Required fields highlight color:
Auto-Complete
Off
Remember numerical data (e.g., telephone number)
Edit Entry List...
The auto-complete feature is now off. No suggestions will be made while you type in form fields. Choose Basic or Advanced from the drop-down box to turn the feature on.
Form Tracker Preferences
OK
Cancel

APPEL: creation of the eDocument

Create a draft - eRQ

APPEL > eRequest

Click on 'eRequest' in the main menu of APPEL. The eRequests search screen is shown. The functions **'New RQ - Non-emergency action'**, **'New RQ - Emergency decision/Urgent action'** and **'New RQ - Complementary activities'** are shown.

Profiles

People who can create draft eRequests online have:

- An Encoder profile.
- A Sender profile.

Create a draft eRequest online

1. Click on the button **'New RQ - ...'** with the type of eRequest that you wish to create.
2. Click on **'OK'** to confirm the creation of a new eRequest.
3. The draft eRequest is created.

Tips

- The xml file exported from this draft will be used to work with the PDF eSingleForm 2014.
- After completing the xml file offline, it can be uploaded into this draft, to be submitted afterwards.
- To know more about the different types of eRequests, ('New RQ - Non-emergency action', 'New RQ - Emergency decision/Urgent action' and 'New RQ - Complementary activities'), please visit the DG ECHO Partners helpdesk site http://www.dgecho-partners-helpdesk.eu/

Create a draft - eMR, eIR or eFR

APPEL > Agreement search screen > new eMR, eIR or eFR

Click on 'Agreement' in the main menu of APPEL. The Agreements search screen is shown. Search for an Agreement and click on it. The functions 'New eModification Request', 'New eIntermediate Report' and 'New eFinal Report' are shown (These functions are active or inactive depending on the stage of the eDocument).

Profiles

People who can create a draft eMR, eIR or eFR have:

- An Encoder profile.
- A Sender profile.

Create a draft eMR eIR or eFR online

1. Click on the button **'New eModification Request'**, **'New eIntermediate Report'** or **'New eFinal Report'** depending on which eDocument you wish to create.
2. Click on **'OK'** to confirm the creation of a new eDocument.
3. The draft eMR, eIR or eFR is created.

Tips

- The xml file exported from this draft will be used to work with the PDF eSingleForm 2014.
- After completing the xml file offline, it can be uploaded into this draft, to be submitted afterwards.

Create a new version of the eDocument

APPEL > eRequest/Agreement > Search screen > New version

Click on 'Request' or 'Agreement' in the main menu of APPEL. The search screen is shown.

Profiles

People who can create a new version of the eDocument have:

- An Encoder profile.
- A Sender profile.

Create a new version of the eRequest

1. Introduce your search criteria in the **'eRequest search screen'**.
2. Your search results list is shown.
3. Click on the eRequest for which you need to create a new version.
4. Click on 'New version' in the tree view to confirm the creation of a new eRequest version.
5. The new version is created.

Create a new version of the eModification Request or eIntermediate Report

1. Introduce your search criteria in the **'Agreement search screen'**.
2. Select **'ongoing'** to see all ongoing projects.
3. Your search results list is shown.
4. Click on the Agreement of your choice.
5. A list is shown with all eDocuments linked to this Agreement.
6. Select the eMR or eIR for which you need to create a new version.
7. Click on it to open it.
8. Click on **'New version'** to confirm the creation of a new version of the eMR or eIR.
9. The new version is created.

Tips

- The xml file exported from this draft will be used to work with the PDF eSingleForm 2014.
- After completing the xml file offline, it can be uploaded into this draft, to be submitted afterwards.
- The function 'New version' is only visible when the workflow doesn't is not blocking the creation of a new version of the eDocument.

Search for a draft eDocument

APPEL > eRequest/Agreement > Search screen

Click on 'Request' or 'Agreement' in the main menu of APPEL. The search screen is shown.

Profiles

People who can search for a draft eDocument have:

- An Encoder profile.
- A Sender profile.
- A Reader profile.

Search for a draft eRequest

1. Click on **'eRequest'** in the main menu of APPEL.
2. The **'eRequest search screen'** is shown.
3. Introduce your search criteria.
4. Select **'Draft'** to see the draft files.
5. Your search results list is shown with the draft files.
6. The draft files are shown in green.
7. Click on a draft file to open it.

Search for a draft eMR, eIR or eFR

1. Click on **'Agreement'** in the main menu of APPEL.
2. The **'Agreement search screen'** is shown.
3. Introduce your search criteria.
4. Select **'ongoing'** to see the ongoing projects.
5. Your search results list is shown with ongoing projects.
6. Click on the project of your choice.
7. A list is shown with all eDocuments linked to this project.
8. The draft files are shown in green.
9. Click on a draft file to open it.

Tips

- Make sure you open the correct draft file.
- You need to upload the xml file into the corresponding draft file, i.e. the draft file from which the xml file was originally exported.

Export the XML file from APPEL

APPEL > eDocument > Export

Create or open an eDocument in APPEL online. The 'Export' function of the eDocument is shown.

Profiles

People who can export the xml file have:

- An Encoder profile.
- A Sender profile.

Export the xml file from APPEL

1. Create a draft eRequest (or another draft eDocument) or open an existing draft file.
2. Click on 'Export' to export the xml file.
3. A window 'file download' will be shown.
4. Click on 'Save'.
5. Save the xml file on your pc or on another location (USB,...).

Tips

- This xml file will be used to work with the PDF eSingleForm 2014.

Download the PDF

APPEL > eRequest search screen > New eRequest

Click on 'eRequest' in the main menu of APPEL. The eRequests search screen is shown. The functions **'New RQ - Non-emergency action'**, **'New RQ - Emergency decision/Urgent action'** and **'New RQ - Complementary activities'** are shown.

Profiles

People who can create a draft eMR, eIR or eFR have:

- An Encoder profile.
- A Sender profile.

Download the PDF

1. Create a draft.
2. Click on 'Download eSF'.
3. The window 'Do you want to save xxx.pdf from webgate.ec.europa.eu?' is shown.
4. Click on 'Save' and select 'Save as'.
5. Save the PDF file on your computer or on another location (USB,...).

Tips

- Once you've imported the xml file into the PDF, the PDF file with the xml file included will be the file that you and your colleagues need to work on.
- The xml file should not be exchanged, please always send the PDF file with the xml file included.

Remarks

- **Adobe Reader is the only application that can be used to open the PDF eSingleForm.**

PDF eSF: completing the eDocument

Import an XML file

PDF eSingleForm > Title page

The title page of the PDF eSingleForm 2014 is shown.

Import an XML file

1. Click on **'Import XML'**.
2. Select the XML file that you wish to open.
3. The type of eDocument that you imported is shown in blue on the start page.

Tips

- After importing the XML file, you can select the language of the file on the start page of the PDF eSingleForm 2014.
- After importing the XML file, the APPEL reference number of the eDocument is shown on the start page of the PDF eSingleForm 2014. After having completed your XML file, you will need to import the XML file into the eDocument in APPEL with that reference number.

Complete an eDocument

PDF eSingleForm > Title page

The title page of the PDF eSingleForm 2014 is shown.

Complete an eDocument

1. Import the XML file into the PDF eSingleForm 2014.
2. Go through the PDF eSingleForm 2014.
3. Complete at least all mandatory fields in the form.
4. Click on **'Validate form'** on the start page or the last page of the PDF eSingleForm 2014 to validate the file.
5. If there are errors, they will be shown on the last page of the PDF eSingleForm 2014 called **'Form validation: validation error details'**. On this page, you can see the errors in the form with a description and location of the errors.
6. If the last page **'Form validation: validation error details'** is empty, then the eSingleForm is validated and doesn't contain any more errors.

Tips

- The XML file has to be imported into the PDF eSingleform to be able to validate the PDF eSingleForm.
- See also chapter 'Save and validate'.
- The system contains a limitation of bytes for each field. The limitation is different per field. A warning message is shown to indicate that you went over the byte limitation. You need to reduce the text to be able to complete the rest of the PDF eSingleForm 2014.
- When you validate, the mandatory fields that are not completed yet, are shown in red.

Complete the logical framework

PDF eSingleForm > Title page

The title page of the PDF eSingleForm 2014 is shown.

Complete the logical framework

1. Go to the PDF eSingleForm between section 10 and 11.
2. The page **'Logframe overview'** is shown between sections 10 and 11.
3. Click on **'Generate logframe'** on the right top corner of the page.
4. The data in the logical framework comes from chapter 4.

Tips

- Before sending the PDF eSingleForm 2014 to a colleague, you should generate the logframe to make sure it is up to date.
- The maximum amount of indicators per specific objective is 10.
- The maximum amount of indicators per result is 5.
- In section 4.3, you need to click on the button 'Result' to see the result. To hide the result, click on 'Result' once more.

Add notes and annexes

PDF eSingleForm > Title page

The title page of the PDF eSingleForm 2014 is shown.

Add notes

1. Complete an eDocument.
2. Select **'Notes'** at the bottom of the start page of the PDF eSingleForm 2014.
3. Add notes in the **'Notes'** field which appears in yellow underneath every (sub)chapter.

Tips

- The text in the notes fields can be formatted the same way as the texts in other fields.
- The notes fields have no byte limitation, the text can be as long as you wish.
- Deselect **'Notes'** to hide the notes.
- Click on **'Clear all notes'** to delete the notes.
- The annexes can also be added via the PDF menu. Click on the paperclip icon 'Annexes' on the left side of the PDF menu and then click on the 'Add' button to attach a document.

Add annexes

1. Complete an eDocument.
2. The function **'Insert an annex'** is shown underneath some fields in the PDF eSingleForm 2014.
3. Click on **'Insert an annex'** to annex a document to illustrate or complete the information in a field.
4. The annexed documents are shown in the overview on the left side of the PDF eSingleForm.

Remarks

- **Don't confuse the annexes in the PDF eSingleForm 2014 with the annexes added in APPEL. The annexes in the PDF eSingleForm are not automatically added to APPEL. The annexes in APPEL need to be added separately after uploading the XML file into APPEL.**
- **The notes and annexes function in the PDF eSingleForm 2014 are meant to facilitate the communication between people working on the PDF eSingleForm (offline). They are means of internal communication between members of your organisation.**
- **The notes and annexes added to the PDF eSingleForm are not uploaded into APPEL online when uploading the xml file into APPEL for the submission online.**

Export an xml file from the PDF

PDF eSingleForm > Title page

The title page of the PDF eSingleForm 2014 is shown.

Export an XML file from the PDF eSingleForm 2014

1. Click on **'Validate & Export XML'** at the bottom of the title page of the PDF eSingleForm 2014. This function is also shown on the last page.
2. The window **'Save as'** is shown.
3. Save the XML file.

Remarks

- If the file is not validated, the error details of the validation will be shown on the last page of the PDF eSingleForm.
- The file needs to be validated to upload it to APPEL online. If you only do a partial upload, you only need to validate the chapters that you wish to upload.
- The file can either be uploaded completely or partially.

APPEL: submitting the eDocument

Upload an eDocument created offline

APPEL > eRequest/Agreement > search screen

Click on 'eRequest' or 'Agreement' in the main menu of APPEL. The search screen is shown.

Profiles

People who can upload an eDocument created offline have:

- An Encoder profile.
- A Sender profile.

Upload an eDocument created offline

Upload the completed eDocument into APPEL online.

1. Search for the draft eDocument (eRQ, eMR, eIR or eFR) that you wish to upload.
2. Click on a draft file to open it.
3. Click on 'Upload' at the top of the screen.
4. The upload screen is shown.
5. Click on **'Browse'**.
6. In the window **'Choose a file'**:
   1. Select the XML file corresponding to the eSingleForm. This XML file is located where you have saved it after exporting it from the PDF eSingleForm 2014.
   2. Click on **'Open'**.
7. Select a **'Full upload'** or **'Partial upload'** of your XML file (See tips).
8. Click on **'Upload offline document'** if you wish to upload the selected XML file.
9. If you selected **'Partial upload'**, you will also need to select the chapters that you wish to upload.
10. Click on **'Process upload'**.
11. The message **'Upload of project is ok'** is shown.
12. Click on **'Back to eDocument'**.
13. Click on **'Annexes'** to add annexes.
14. Click on **'Submit'** to submit the eDocument to DG ECHO.

Tips

- All chapters need to be completed and validated offline before the upload.
- If you are only responsible for completing a part of the eSingleForm, then someone with sender rights in your organisation can do a partial upload selecting only the completed chapters.
- If you do a partial upload, you only need to validate the chapters that need to be uploaded.

Remarks

- **The annexes need to be added in APPEL before the submission.**

Pre-financing request

Request for additional pre-financing payment

APPEL > Agreements > Agreements search screen

Click on **'Agreement'** in the main menu of APPEL. The **'Agreements search'** screen is shown.

Profiles

People who can upload a supplementary pre-financing request have:

- An Encoder profile.
- A Sender profile.

Request for additional pre-financing payment

1. Search for the agreement for which you wish to upload a request for additional prefinancing payment.
2. Click on your project in the search results list.
3. Click on **'Upload pre-financing request'**.
4. The window **'Upload pre-financing request'** is shown.
5. Click on the icon **'Download pre-financing template'**. The icon is represented by a page and a floppy disk.

Open and complete the request for additional pre-financing payment:

6. At the bottom of the screen a popup is shown: **'Do you want to open or save Prefinancing_2NN14_00046.rtf from webgate.ec.europa.eu?'**.
   1. Click on **'Open'**.
   2. Complete the Word document **'Request for additional pre-financing payment'**.
   3. Save and close the completed document.

Upload the request for additional pre-financing payment:

7. Click on **'Browse'** in the window **'Upload pre-financing request'**.
8. Select the template with the request for additional pre-financing payment that you completed before.
9. Click on 'Upload' to upload your request for additional pre-financing payment.

View the submitted request for additional pre-financing payment:

10. The uploaded document is shown in your list of annexes.

Remarks

- **The eRequest has to be favourable to be able to submit a request for additional pre-financing payment.**
- **You cannot request for additional pre-financing payment when the eFinal Report has been started.**
- **After the upload of the request for additional pre-financing payment, DG ECHO receives an email informing them of this request.**
- **The template for the request for additional pre-financing payment is also available on the Partner helpdesk site.**

Reply to RCI

Introduction reply to request for complementary information

The workflow of the eFR has been revised by DG ECHO. You as a partner will face some changes in creating and sending an eFinal Report. This is applicable to all eFinal Reports submitted as of August 28, 2013.

If necessary, additional information is asked from the Partner through a letter for complementary information. The analysis of the eFinal Report could be finalised and sent for payment only after sending all the requested information.

This new workflow promotes interaction of the Partner with DG ECHO and allows you, through various exchanges, to complete or update the eFinal Report information. It is no longer necessary to send the missing information to the echo-central-mailbox address. In this revised treatment of the eFinal Report, it is no longer possible to send a new eFinal Report. There is one eFinal Report that can be corrected throughout the evaluation process.

There are three ways to submit your corrections:

- the button "upload of payment request" is activated to allow you to upload a (new) request for payment
- the eFinal Report is put back in draft mode to allow you to add additional information
- the button "upload of financial annexes" or "Upload of narrative annexes" is activated to allow you to upload additional annexes.

Upload new request for payment

APPEL > Agreements > Agreements search screen

Click on **'Agreement'** in the main menu of APPEL. The **'Agreements search'** screen is shown.

Upload new request for payment

1. Search for the agreement for which you wish to add a new request for payment.
2. Click on your project in the search results list.
3. Click on **'Upload of payment request'**.
4. A new window is shown.
5. Click on 'Browse' and select the annex that you want to upload.
6. Click on 'Upload'.
7. The uploaded annex is shown in the annex list. Repeat the previous steps for all annexes that you want to upload.
8. After uploading all annexes, click on **'Complete uploading of annexes'**.

Tips

- Click on the red cross next to the annexes file to remove it from the annex list.

Change eFinal Report content

APPEL > Agreements > Agreements search screen

Click on **'Agreement'** in the main menu of APPEL. The **'Agreements search'** screen is shown.

Change the eFinal Report content

1. Search for the agreement for which you wish to change the contents of the eFinal Report.
2. Click on your project in the search results list.
3. Click on the eFinal Report, which is shown in green (draft mode).
4. Change the contents of the eFinal Report.
5. Click on **'submit'** to submit the eFinal Report.

Upload financial or narrative annexes

APPEL > Agreements > Agreements search screen

Click on **'Agreement'** in the main menu of APPEL. The **'Agreements search'** screen is shown.

Upload financial or narrative annexes

1. Search for the agreement for which you wish to add annexes to the eFinal Report.
2. Click on your project in the search results list.
3. Click on the button '**upload of financial annexes'** or on the button **'upload of narrative annexes'**.
4. A new window is shown.
5. Click on **'Browse'** and select the annex that you want to upload.
6. Click on **'Upload'**.
7. The uploaded annex is shown in the annex list. Repeat the previous steps for all annexes that you want to upload.
8. After uploading all annexes, click on **'Complete uploading of annexes'**.

Tips

- You can use the button '**upload of financial annexes'** to upload narrative annexes and you can use the button **'upload of narrative annexes'** to upload financial annexes.
- Click on the red cross next to the annexes file to remove it from the annex list.

Remarks

- **When you have both buttons 'upload of financial annexes' and 'upload of narrative annexes' available, then you need to use both buttons to upload the missing annexes. If a button is not used, the workflow at DG ECHO will not continue.**